



MAYOR AND COUNCIL

MEETING NO. 22-18
Monday, July 2, 2018 – 7:00 PM

AGENDA

Agenda item times are estimates only. Items may be considered at times other than those indicated.

Any person who requires assistance in order to attend a city meeting should call the ADA Coordinator at 240-314-8108.

- 5:30 PM 1. Convene in Open Session to vote on motion to go into Closed Session pursuant to Sections 3-305(b)(1)(i) of the General Provisions Article of the Annotated Code of Maryland to 1) discuss the appointment of individuals to the Boards and Commissions Task Force and 2) appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials for whom the Mayor and Council have jurisdiction.**
- 2. Closed Session**
- 7:00 PM 3. Reconvene into Open Session**
- 7:05 PM 4. Pledge of Allegiance**
- 7:10 PM 5. Agenda Review**
- 7:15 PM 6. City Manager's Report**
- 7:25 PM 7. Proclamation**
- A. Proclamation Declaring July 17, 2018 as Mattie J.T. Stepanek Peace Day in Rockville**
- 7:30 PM 8. Boards and Commission Appointments, Reappointments and Announcements of Vacancies**
- A. Boards and Commissions Appointments, Reappointments and**
-

Announcement of Vacancies**7:40 PM 9. Community Forum**

Any member of the community may address the Mayor and Council for 3 minutes during Community Forum. Unless otherwise indicated, Community Forum is included on the agenda for every regular Mayor and Council meeting, generally between 7:00 and 7:30 pm. Call the City Clerk/Director of Council Operation's Office at 240-314-8280 to sign up to speak in advance or sign up in the Mayor and Council Chamber the night of the meeting.

10. Mayor and Council's Response to Community Forum**11. Mayor and Council Announcements****8:00 PM 12. Consent**

- A. Award of IFB 45-18 - Janitorial Services**
- B. Award of IFB 44-18 - Furnish and Plant Trees and Shrubs**
- C. Award a Rider Contract with Tito Contractors, Inc., Utilizing Baltimore County Public School Contract RFP 005-14 for Job Order Contracting Services (for Rockville 11 Studio Construction)**
- D. Authorization to Release and Extinguish an Existing Storm Drain and Sanitary Sewer Easement and an Existing Storm Drain and Ingress/Egress Easement at Congressional North**
- E. Award a Rider Contract to US Communities RFP #12-JLH-011C for Uniform Rental and Cleaning.**

8:05 PM 13. Introduction, and Possible Adoption, of an Ordinance to Amend Ordinance #05-18 to Appropriate Funds and Levy Taxes for Fiscal Year 2018**8:15 PM 14. Introduction and Possible Adoption of an Ordinance to Amend Chapter 11 of the Rockville City Code Entitled "Human Rights" by Amending Section 11-1, Entitled "Purpose;" and Section 11-2, Entitled "Definitions;" to Include Additional Non-Discrimination Provisions and to Make Other Technical**

Amendments.

- 8:25 PM **15. Introduction and Possible Adoption of an Ordinance to Amend Chapter 17 of the Rockville City Code, Entitled “Procurement” by Amending Section 17-116 Entitled “Standard Contract Provisions” So as to Require a Provision in City Contracts Prohibiting Contractors from Discriminating Against Any Employee or Applicant for Employment as Defined in Chapter 11 of the City Code**
- 8:35 PM **16. Discussion and Instructions, and Possible Adoption of a Resolution to Establish a Six-Month Moratorium on the Filing, Acceptance, and Receipt of Applications for Special Exceptions, and Preapplications and Applications for Project Plans, Project Plan Amendments, Level 1 Site Plans, Level 2 Site Plans, Major Site Plan Amendments, and Minor Site Plan Amendments for Certain Uses in the Mixed-Use Employment (MXE) Zone**
- 9:05 PM **17. 2019 Maryland Municipal League Legislative Action Requests**
- 9:20 PM **18. Review and Comment - Mayor and Council Action Report**
- A. Mayor and Council Action Report**
- B. Mayor and Council Priority Initiatives Update**
- 19. Review and Comment - Future Agendas**
- A. Future Agendas**
- 20. Old/New Business**
- 9:35 PM **21. Adjournment**

The Mayor and Council Rules and Procedures and Operating Guidelines establish procedures and practices for Mayor and Council meetings, including public hearing procedures. They are available at: <http://www.rockvillemd.gov/mcguidelines>.



Mayor & Council Meeting Date: July 2, 2018

Agenda Item Type: Proclamation

Department: City Clerk/Director of Council Operations Office

Responsible Staff: Sara Taylor-Ferrell

Subject

Proclamation Declaring July 17, 2018 as Mattie J.T. Stepanek Peace Day in Rockville

Recommendation

Read, approve and present the Proclamation to Mattie's mother Jennifer Smith Stepanek, Ph.D.

Discussion

Mattie J. T. Stepanek, who was a young poet and peacemaker hero, passed away on June 22, 2004 from a rare form of muscular dystrophy. This year marks the 14th anniversary of his passing. Mattie's poems of peace and hope have touched millions of lives, and his "Heartsongs" continues to reach out to people of all ages around the world.

Mattie chose to live in Rockville and loved his neighbors in the King Farm Community and his many friends throughout the City. Shortly after Mattie's death, his friends and neighbors in King Farm established the Mattie J.T. Stepanek Foundation with the mission of spreading Mattie's message of hope and peace. Mattie's Foundation offers educational and recreational programs, activities, and resources that encourage peacemaking and support the understanding of peace for individuals and for our world.

In 2014, a congressional resolution was passed to declare July 17 (Mattie's birthday) as "National Peace Day" to honor Mattie's life and peace legacy. The Mattie J. T. Stepanek Foundation will dedicate a brick in Mattie's Park & Peace Garden to the City of Rockville during a Peace Gathering at the Park located in King Farm on Saturday, July 14, 2018, from 1:00 p.m. to 4:00 p.m. Elected officials of Rockville, both past and present, will be honored at the event.

Mayor and Council History

On July 10, 2017 the Mayor and Council declared July 17 each year, as Mattie T.J. Stepanek Peace Day in the City of Rockville.

Public Notification and Engagement

The public is invited to attend and enjoy the Peace Gathering at Mattie J.T. Stepanek Park on Saturday, July 14, 2018 from 1:00 - 4:00 p.m.

Attachments

Attachment 7.A.a: 2018 Mattie J. T. Stepanek Peace Gathering.docx (PDF)

Sara Taylor-Ferrell
Sara Taylor-Ferrell, Deputy City Clerk 6/27/2018



WHEREAS, Mattie J.T. Stepanek was an American poet, ambassador, and advocate for peace in our world; and

WHEREAS, at the age of 3, Mattie started to write poetry, which he referred to as his "Heartsongs," enabling him to cope with a rare and fatal form of muscular dystrophy, a disease which also claimed the lives of his sister and two brothers; and

WHEREAS, the message contained in Mattie's "Heartsongs" touched the lives of people around the world, reaching individuals of all ages, races, nationalities, faiths, abilities, and aspirations; and

WHEREAS, after his death on June 22, 2004, Just Peace, a collection of essays on peace and Mattie's correspondence with former President Jimmy Carter, was published and awarded the Independent Publisher Gold Medal Award for the Outstanding Book of the Year in 2007 in the Peacemaker Category; and

WHEREAS, Mattie J.T. Stepanek chose to live in Rockville. He loved his City, neighbors and friends; and

WHEREAS, on October 18, 2008, the City of Rockville honored Mattie J.T. Stepanek for his remarkable contributions to his community and to people all over the world by naming 26 acres of park in the King Farm community for him; and

WHEREAS, to commemorate the life and legacy of Mattie, the Mattie J.T. Stepanek Foundation will hold a Peace Gathering scheduled for Saturday, July 14 from 1:00 - 4:00 p.m. at Botanero & Fontina Grille, where neighbors, friends and elected officials will come together and share memories and reflections about Mattie, about peace, and about our community.

NOW THEREFORE, the Mayor and Council of Rockville do hereby proclaim July 17, 2018 as Mattie Stepanek Peace Day and encourage all members of the community to recognize the many contributions of Mattie J.T. Stepanek by **thinking gently, speaking gently and living gently**, the motto by which this courageous young man lived his life.



Bridget Donnell Newton
Bridget Donnell Newton, Mayor

Beryl L. Feinberg
Beryl L. Feinberg, Councilmember

Virginia D. Onley
Virginia D. Onley, Councilmember

John Palakovich Carr
Julie Palakovich Carr, Councilmember

Mark Pierzchala
Mark Pierzchala, Councilmember

July 2, 2018



Mayor & Council Meeting Date: July 2, 2018
 Agenda Item Type: Appointments & Announcement of Vacancies
 Department: City Clerk/Director of Council Operations Office
 Responsible Staff: Kathleen Conway

Subject

Boards and Commissions Appointments, Reappointments and Announcement of Vacancies

Recommendation

Appointments and Reappointments

Cultural Arts Commission

Patricia Dubroof: Appointment to serve as a member of the Cultural Arts Commission until March 1, 2021

Human Rights Commission

Andrew Lin: Appointment to serve as a member of the Human Rights Commission until March 1, 2021

Harry Iceland: Reappointment to serve as a member of the Human Rights Commission until March 1, 2021

Alonzo Smith: Reappointment to serve as a member of the Human Rights Commission until April 1, 2021

Human Services Advisory Commission

Deborah Moore: Reappointment effective September 1, 2018 to serve as a member of the Human Services Advisory Commission as a Consumer Representative until September 1, 2021

Planning Commission

Anne Goodman: Reappointment to serve as a member of the Rockville Planning Commission until July 1, 2023

Traffic and Transportation Commission

Cynthia Cotte Griffiths: Reappointment to serve as a member of the Traffic and Transportation Commission until April 1, 2021

Boards and Commissions Vacancies as of July 2, 2018

- 1 - Board of Appeals (Alternate)
- 1 - Cultural Arts Commission
- 2 - Financial Advisory Board
- 2 - Planning Commission
- 2 - Senior Citizens Commission
- 3 - Historic District Commission (2 Member and 1 Alternate)
- 3 - Human Services Advisory Commission (2 At-Large Representatives and 1 Caregiver Representative)
- 3 - Personnel Appeals Board
- 5 - Compensation Commission



Kathleen Conway, City Clerk/Director of Council Operations 6/27/2018



Mayor & Council Meeting Date: July 2, 2018
 Agenda Item Type: Award
 Department: Rec & Parks - Parks & Facilities
 Responsible Staff: Steve Mader

Subject

Award of IFB 45-18 - Janitorial Services

Recommendation

Staff recommends that the Mayor and Council award IFB #45-18 Janitorial Services in the annual amount of \$475,000 from the date of award through June 30, 2019 with the option to extend for four additional years through June 30, 2023 to J&H Maintenance Services Corporation of Gaithersburg, Maryland.

Discussion

This contract will be utilized for all labor, materials, equipment and quality control inspection for complete and satisfactory janitorial services at various City parks and facilities. Services include, but are not limited to:

- daily cleaning of restrooms, offices, entrances, corridors and stairways
- waxing and buffing of floors and vacuuming
- trash removal
- dusting and surface cleaning
- periodic special projects such as window washing, carpet cleaning and pressure washing
- on-call services for additional cleaning at the Rothgeb maintenance facility
- emergency response for special cleaning (primarily utilized by the police department)

On April 4, 2016, the Mayor and Council approved the award of IFB 19-16 - Janitorial Services to Certified Building Services, Inc. through May 2018, with the option to extend for three (3) additional years, through May 2021.

In April 2018, Certified Building Services, Inc. notified the City's Procurement Division that it would not renew the contract for the fourth (4th) and fifth (5th) option years, as they did not realize "special tasks" (window washing, carpet cleaning, power washing, etc.) were to be included in the monthly rates per the requirements of the IFB. After speaking with Procurement, Certified Building Services, Inc. agreed to a short-term renewal with a Consumer Price Index (CPI) increase going into effect after July 1, 2018.

In response, the City immediately reviewed and re-bid the Janitorial Services IFB which was posted on May 14, 2018. Services under the new contract are estimated to begin August 1, 2018.

Information acquired from references provided by J&H Maintenance Services Corporation indicated that they can perform satisfactory work for the City of Rockville.

Mayor and Council History

This is the first time this item has been brought before the Mayor and Council.

Procurement

IFB #45-18 for Janitorial Services was issued on May 14, 2018 in accordance with Rockville City Code Chapter 17, Section 17-61. The bid was solicited using the City's website and distributed to vendors through e-Maryland Marketplace, the State of Maryland's electronic bidding site. Of the 1,072 prospective vendors notified: 524 were African American, 3 were American Indian, 34 were Asian, 86 were Hispanic, 6 were Disabled, and 253 were Women Owned.

On the due date of May 29, 2018, the City received the following ten (10) bids:

Contractor	MFD Status	Location	Bid Amount
J&H Maintenance Service Corporation	Non-MFD	Gaithersburg, MD 20877	\$400,992.00
Brave Management Company	Non-MFD	Rockville, MD 20852	\$443,424.00
K&W Janitorial LLC	Non-MFD	Columbia, MD 21045	\$455,099.28
Jasso Maintenance LLC	Non-MFD	Rockville, MD 20850	\$486,672.00

Clean Team Janitorial Service, Inc.	Non-MFD	Washington, DC 20005	\$558,645.36
A Plus Cleaning Services	Women Owned	Columbia, MD 21046	\$673,200.00
Q&A Consulting, LLC dba Q&AC – Cleaning Service	Non-MFD	Waldorf, MD 20602	\$678,079.68
Associated Building Maintenance Co., Inc.	Women Owned	Crofton, MD 21114	\$729,894.72
Motir Services, Inc.	Non-MFD	Washington, DC 20003	\$866,782.80
Escfederal dba Environmental Services Concepts, LLC	Non-MFD	West Chester, PA 19382	\$1,063,889.52

The bid pricing is held firm through the initial contract term of June 30, 2020. The contractor may be eligible for a price adjustment based on a change in the Consumer Price Index (CPI) following the initial contract term.

The total requested award amount of \$475,000 per year includes approximately \$75,000 per year to cover additional services such as, but not limited to, window washing, carpet steam cleaning, special cleaning, emergency cleaning, additional cleaning services at the maintenance facility and pressure washing services on an "as needed" basis, at the rates offered in the bid.

Fiscal Impact

This contract will be funded by the Recreation and Parks, Public Works, and Police Departments under the Facilities Maintenance Services, Horticultural Services, Swim Center, Senior Center, Water Treatment Plant, and Administrative Services Management and Support cost centers. Combined, the appropriated FY 2019 budget for janitorial services under these cost centers is \$608,890. Accordingly, there are sufficient funds available in the Recreation and Parks, Public Works, and Police Department accounts including Facilities Maintenance Services (110-900-8511-0219), Water Treatment Plant (210-850-0901-0219), Horticultural Services (110-900-

7522-0231), Swim Center (110-900-8601-0219), Senior Center (110-900-4041-0219) and Police Department (110-800-1201-0219) to award this contract to not exceed annual expenditures of \$475,000. Appropriations are subject to Mayor and Council approval.

Next Steps

Upon Mayor and Council approval, the Procurement Division will issue a contract to J&H Maintenance Services Corporation of Gaithersburg, Maryland.

Jenny Kimball
Jenny Kimball, Deputy City Manager 6/26/2018



Mayor & Council Meeting Date: July 2, 2018
 Agenda Item Type: Award
 Department: Rec & Parks - Parks & Facilities
 Responsible Staff: Steve Mader

Subject

Award of IFB 44-18 - Furnish and Plant Trees and Shrubs

Recommendation

Staff recommends the award of Bid #44-18, Furnish and Plant Trees and Shrubs to Lorenz, Inc. of Baltimore, Maryland in the annual amount of \$280,820 from the date of award through June 30, 2019 with the option to extend for four (4) additional years through June 30, 2023 subject to annual appropriation by the Mayor and Council.

Discussion

This contract includes all necessary labor, materials, equipment, maintenance, and supervision to completely and satisfactorily furnish and plant high-quality trees and shrubs in parks, at facilities, and on municipal rights-of-way. The planting of trees and shrubs will beautify Rockville and have a positive impact on the environment, the citizens and their neighborhoods.

Bidders were required to provide unit prices for various species of trees and shrubs. The average cost per tree installed will be \$304.26. The number of trees planted on an annual basis has varied over the last five years of the contract:

FISCAL YEAR	NUMBER OF TREES PLANTED
2014	455
2015	519
2016	433
2017	469
2018	561

The award of this bid will provide for the planting of an average of 500 trees per year between FY 2019 and FY 2023.

Information acquired from references provided by Lorenz, Inc. indicated that they can perform satisfactory work for the City of Rockville.

Mayor and Council History

Previously, Recreation and Parks requested the Mayor and Council reject all submitted bids for IFB 27-18 due to the bids being non-responsive and significantly over the City's cost estimate. All bids were rejected on April 9, 2018.

Procurement

IFB #44-18 for Furnish and Plant Trees and Shrubs was issued on May 8, 2018 in accordance with Rockville City Code Chapter 17, Section 17-61. The bid was solicited using the City's website and distributed to vendors through e-Maryland Marketplace, the State of Maryland's electronic bidding site. Of the 627 prospective vendors notified: 143 were African American, 5 were American Indian, 6 were Asian, 48 were Hispanic, 8 were Disabled, and 166 were Women Owned.

On the due date of May 29, 2018, the City received the following four (4) bids:

Contractor	MFD Status	Total Cost
Lorenz, Inc. Baltimore, MD 21208	Non-MFD	\$280,820.00
Poole Landscaping, LLC Frederick, MD 21701	Non-MFD	\$295,720.00
Ashton Manor Environmental Ashton, MD 20861	Non-MFD	\$347,415.00
Mead Tree & Turf Care, Inc. Lisbon, MD 21765	Women Owned	\$395,541.75

The total bid amount is the sum of the fixed unit pricing for each species of trees and shrubs. The bid will be awarded as a requirements contract in the amount not to exceed \$280,820 per year.

Unit pricing shall remain firm for a period of two (2) years from the date of award. The awarded contractor may request a change in unit prices based on the change in the Consumer Price

Index for option years three (3), four (4), and five (5) upon approval by the Director of Procurement.

Fiscal Impact

This contract will be funded by the Recreation and Parks Department under the Horticultural Services and the Forest and Tree Preservation cost centers, with the option of other Departments to use these services. Combined, the appropriated FY 2019 budget for grounds-related contractual services under these cost centers is \$390,930. Accordingly, there are sufficient funds available in these Recreation and Parks operating budget accounts, including 110-900-7522-0231 and 350-900-6901-0231, to award this contract to not exceed annual expenditures of \$280,820. Appropriations are subject to Mayor and Council approval.

Next Steps

Upon Mayor and Council approval, the Procurement Division will issue a contract to Lorenz, Inc.



Rob DiSpirito, City Manager

6/26/2018



Mayor & Council Meeting Date: July 2, 2018

Agenda Item Type: Award

Department: City Manager's Office

Responsible Staff: Kathy Dantzler

Subject

Award a Rider Contract with Tito Contractors, Inc., Utilizing Baltimore County Public School Contract RFP 005-14 for Job Order Contracting Services (for Rockville 11 Studio Construction)

Recommendation

Staff recommends the award of a contract to construct a television studio to Tito Contractors, Inc. of Washington, D.C. by riding Baltimore County Public Schools Contract RFP 005-14 for Job Order Contracting Services in the amount not-to-exceed \$944,844.

Discussion

This project will include labor, materials, technical integration and equipment installation to renovate current storage space on the first floor of City Hall to accommodate a television studio for the City's Public, Educational, and Government (PEG) cable television station, Rockville 11.

Construction will include sound proofing, demolition, lighting, mechanical, plumbing, and HVAC. The project will also include the purchase of furniture and production equipment to outfit the new space. Upon completion of this project, Rockville 11, will use the space to create programming for the City's 24 hour, 7 day a week PEG Cable television station.

Procurement

In accordance with Section 17-71 of the Rockville City Code, Cooperative Procurement: (b) The City may contract with any contractor who offers goods, services, insurance, or construction on the same terms as provided other state or local governments or agencies thereof who have arrived at those terms through a competitive procurement procedure similar to the procedure used by the City.

In accordance with Section 17-39 of the Rockville City Code, Awarding Authority, (a) All contracts involving more than one hundred thousand dollars (\$100,000.00) shall be awarded by the Council.

Quotes for this work scope were obtained from three contractors with Cooperative Agreements/Job Order contracts issued by local jurisdictions. These contracts were reviewed and approved by the Procurement Division as rideable in accordance with the City's Code, and were determined to be appropriate contracts to utilize. Tito Contractors, Inc. had the best price and plan for execution under its contract with Baltimore County Public Schools Contract RFP 005-14 for Job Order Contracting Services.

On May 31, 2018, the following price quotes were received based on the rider contracts:

Contractor	Rider Contract	MFD Status	Location	Amount
Tito Contractors, Inc.	Baltimore County Public Schools	Hispanic	Washington, D.C.	\$944,844
Bob Andrews Construction Inc.	Baltimore County Public Schools	Non-MFD	Baltimore, MD	\$973,222
Warwick Supply & Equipment Co., Inc.	Baltimore County Public Schools	Woman Owned	Hunt Valley, MD	\$1,143,800

The architect's cost estimate was \$996,328.55. The lowest quote is 6% below the General Contract's estimate and is considered fair and reasonable. The proposals were reviewed by the design team, led by Wheeler, Goodman, Masek & Associates, and they recommended a construction contract be awarded to Tito Contractors, Inc.

Fiscal Impact

This contract award would be funded by the Rockville 11 Studio (GA16) CIP project (Attachment A). This CIP project has \$1,117,000 in carryover funding, of which \$86,778.12 is obligated. Therefore, there is sufficient funding available in the CIP project budget to award this contract not to exceed \$944,844.

This project is funded from cable franchise revenue in the Special Activities Fund. The initial project estimate of \$600,000 was revised with an amendment approved by the Mayor and Council of \$517,000 due to increases in construction estimates and equipment costs since the inception of the project.

Next Steps

Upon the Mayor and Council approval, the Procurement Division will conduct the contract process, including obtaining signatures and 100% payment and performance bonds, and insurance certificate(s) from Tito Contracting, Inc.

Attachments

Attachment 12.C.a: Rockville11StudioCIP (PDF)

A handwritten signature in dark ink, appearing to read "Rob DiSpirito", is written over a horizontal line.

Rob DiSpirito, City Manager

6/26/2018



Rockville 11 Studio (GA16)



Description: This project funds the conversion of a portion of the space vacated by the Police Department in City Hall in 2012 into a studio space for Rockville 11. Construction will include sound proofing, leveling, demolition of a wall, and addition of a lighting grid and HVAC. This project also includes the purchase of furniture and production equipment to outfit the studio. This project is funded entirely from restricted Special Activities Fund cable grant revenue.

Changes from Previous Year: Project total increased mid-FY 2018 due to increases in construction and equipment costs since the inception of the project. Timeline was extended to allow time for completion and fit-out.

Current Project Appropriations

Prior Appropriations:	1,117,000
Less Expended as of 4/20/18:	83,801
Total Carryover:	1,033,199
New Funding:	-
Total FY 2019 Appropriations:	1,033,199

Critical Success Factor: Informed and Engaged Residents

Mandate/Plan: N/A

Anticipated Project Outcome: Increase in Rockville 11 program production efficiency.

Project Timeline and Total Cost by Type: Timeline was extended due to staffing turnover. Additional funding was added to account for increases in construction and equipment costs since the inception of this project.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2014	FY 2015	FY 2015	FY 2017	55,000	55,000	-	-
Construction	FY 2014	FY 2016	FY 2015	FY 2019	235,000	562,000	327,000	139%
Other (furniture & equip.)	FY 2014	FY 2016	FY 2015	FY 2019	310,000	500,000	190,000	61%
Project Total (\$):					600,000	1,117,000	517,000	86%

Project Funding: This project is fully funded.

Source	Prior	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Future	Total
Paygo (Act)	1,117,000	-	-	-	-	-	-	1,117,000
Total Funded (\$)	1,117,000	-	-	-	-	-	-	1,117,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,117,000	-	-	-	-	-	-	1,117,000

Operating Cost Impact: Annual maintenance of new studio equipment.

Fund	Prior	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Future	Total
General	-	-	30,000	-	-	-	-	30,000

Project Manager: Kathy Dantzler, Cable Television Station Manager, 240-314-8105.

Notes: This project first appeared in the FY 2016 CIP. This project was previously included in City Hall First Floor Renovation (closed in FY 2015). FY 2019 work includes completion of construction and purchase of furniture and equipment for the studio.



Mayor & Council Meeting Date: July 2, 2018
Agenda Item Type: Consent
Department: PW - Engineering
Responsible Staff: Mark Wessel

Subject

Authorization to Release and Extinguish an Existing Storm Drain and Sanitary Sewer Easement and an Existing Storm Drain and Ingress/ Egress Easement at Congressional North

Recommendation

Recommendation

Staff recommends that the Mayor and Council authorize the City Manager to execute a document, in a form acceptable to the City Attorney, to release and extinguish the existing storm drain & sanitary sewer easement and declaration of covenants, and the existing storm drain & ingress/ egress easement and declaration of covenants for the Congressional North site.

Discussion

The easements proposed for release and extinguishment, which are depicted in Attachment A, will no longer be necessary because the existing sewer system and storm drain system are installed in more recently recorded easements.

The requested authorization concerns the property located at Lot 12, Block O of the Montrose subdivision.

Mayor and Council History

This is the first time this item has been brought before the Mayor and Council.

Next Steps

The City Attorney will review and approve the legal content of the extinguishment documents. The City Manager will execute the document for releasing and extinguishing the easements. All documents will be recorded in the Montgomery County Land Records.

Attachments

Attachment A – Sewer Easement and Storm Drain Easement to Abandon.pdf.

Attachments

Attachment 12.D.a: Congressional North (PDF)

ATTACHMENT A

STORM DRAIN AND
SANITARY SEWER EASEMENT

STORM DRAIN AND
INGRESS/EGRESS EASEMENT

CONGRESSIONAL LN

0 125 250 Feet



Mayor & Council Meeting Date: July 2, 2018

Agenda Item Type: Award

Department: CMO - Procurement

Responsible Staff: Patricia Ryan

Subject

Award a Rider Contract to US Communities RFP #12-JLH-011C for Uniform Rental and Cleaning.

Recommendation

Staff recommends that the Mayor and Council award US Communities Government Purchasing Alliance Contract RFP#12-JLH-011C, Facilities Solutions: Including the Rental and Service of Uniforms, Mats, Mops and Towels and Other Related Products and Solutions to CINTAS Corporation, of Cincinnati, Ohio, for a period of three (3) years, with three (3) additional one-year renewals in the annual amount not to exceed \$200,000 per year, subject to annual appropriation by the Mayor and Council.

Discussion

This contract provides a comprehensive solution of a broad scope of facilities solutions, including the rental and service of uniforms, mats, mops, towels and other related products. The City will be primarily using the rental and service (cleaning and repairs) uniforms portion of the contract.

Harford County Public Schools, Bel Air, Maryland is the lead agency for this contract. This contract has multiple line items, with various types of clothing styles and manufacturers available, including flame resistant and chemical resistant fabrics.

The City utilized this opportunity to overhaul its uniform program after speaking with user departments, Supervisors, Directors and Administrative Employees. Specifically, the goal for utilizing this contract is to provide:

1. Consistency in appearance for all uniform wearers (same color, same identifying City emblems to include department and employee name);
2. Flame resistant protective apparel for Fleet Services;
3. Chemical resistant lab coats for the Water Treatment Plant;
4. ANSI rated apparel and reflective, high visibility jackets and coveralls; and
5. Access to an on-line portal to improve: tracking of repair orders; employee transfers within departments; resignations/terminations from the City; the payment process which will be more efficient and eliminate cumbersome paper billing.

Additionally, there will be tremendous improvement in the quality of the uniforms, making them more comfortable and durable. The quality of fabric should result in the need for fewer repairs.

Mayor and Council History

This is the first time this item has been brought before the Mayor and Council.

Procurement

Previously, the City utilized a Prince George's County Government contract for the rental of work uniforms, which also included cleaning and repairs. There have been inconsistent service and quality issues under this contract, including delayed or non-existent repairs, incorrect billings, and poor tracking of uniforms and staff changes.

In addition to Harford County Public Schools, neighboring jurisdictions such as Maryland-National Capital Parks and Planning Commission, Montgomery County Division of Facilities, Anne Arundel County, Baltimore City, Baltimore City Schools, Fairfax County, Fairfax County Public Schools, and Loudoun County also utilize this national contract.

When comparing overall higher quality, improved administrative efficiency, and enhanced safety factor, this contract is deemed to provide the City with the best overall value.

In accordance with Section 17-71 of the Rockville City Code, Cooperative Procurement; (b) The City may contract with any contractor who offers goods, services, insurance, or construction on the same terms as provided other state and local governments or agencies thereof who have arrived at those terms through a competitive procurement procedure similar to the procedure used by the City.

In accordance with Section 17-39 of the Rockville City Code, Awarding Authority, (a) All contracts involving more than one hundred thousand dollars (\$100,000.00) shall be awarded by the Council.

Fiscal Impact

Sufficient funds are available in various operating budget accounts for Recreation and Parks, Public Works, and the City Manager's Office (stockroom). Annual appropriations are subject to Mayor and Council approval.

Next Steps

Upon Mayor and Council approval, the Procurement Division will secure insurance and issue a contract to CINTAS Corporation. It is anticipated that most payments under this contract will occur via the City's purchase card program, ensuring an efficient and cost-effective payment system.



Mayor & Council Meeting Date: July 2, 2018
 Agenda Item Type: Introduction and Possible Adoption
 Department: Finance
 Responsible Staff: Stacey Webster

Subject

Introduction, and Possible Adoption, of an Ordinance to Amend Ordinance #05-18 to Appropriate Funds and Levy Taxes for Fiscal Year 2018

Recommendation

Staff recommends the Mayor and Council introduce the attached ordinance to amend Ordinance #05-18 to appropriate funds and levy taxes for Fiscal Year 2018 (Budget Amendment #3).

If the Mayor and Council wish to proceed with adoption of the ordinance at the same meeting, the ordinance should first be introduced and then a motion should be made to waive the layover period. If the motion to waive the layover period is approved by an affirmative vote of four or more members of the Mayor and Council, a motion to adopt the ordinance may then proceed.

Change in Law or Policy

In accordance with the City Charter, since the budget ordinance is adopted at the fund level, a change in the appropriated amount of any fund requires action by the Mayor and Council. The vehicle for such action is an amendment to the budget ordinance. The proposed ordinance, Attachment A, would amend the FY 2018 budget.

Discussion

This budget amendment recognizes the following two items:

- Increase appropriation of \$74,000 in the Debt Service Fund due to the actual principal and interest payments coming in higher than the estimated payments. This debt service is related to the City's previous bond issue that supported the purchase of Chestnut Lodge and improvements to the Swim and Fitness Center indoor locker rooms.
- Increase appropriation of \$272,000 in the Sewer Fund due to the Blue Plains Wastewater Treatment: FY16-FY20 CIP project. The final FY 2018 bill from WSSC exceeded their previous estimates by this amount. The FY 2018 budget was based on the Proposed WSSC FY 2018-FY 2023 Capital Improvement Program and reflects the allocated costs of Blue Plains spending attributed to the City through WSSC.

Mayor and Council History

This is the third budget amendment for FY 2018. The first amendment was adopted by the Mayor and Council on June 12, 2017, and the second was adopted on February 5, 2018. The FY 2018 budget was adopted by the Mayor and Council on May 1, 2017.

Fiscal Impact

The following fund will be adjusted if this budget amendment is adopted.

City Fund	Current Budget	7/2/2018 Amendment	Amended Budget
General	\$85,499,952	\$-	\$85,499,952
Water	13,260,570	-	13,260,570
Sewer	13,611,150	-	13,611,150
Refuse	7,816,356	-	7,816,356
Parking	2,522,140	-	2,522,140
Stormwater Mgmt.	5,464,700	-	5,464,700
RedGate Golf	105,620	-	105,620
Special Activities	1,561,846	-	1,561,846
CDBG	359,933	-	359,933
Speed Camera	1,400,000	-	1,400,000
Debt Service	5,410,460	74,000	5,484,460
Total	\$137,012,727	\$74,000	\$137,086,727

The following fund will be adjusted if this budget amendment is adopted.

Capital Fund	Current Budget	7/2/2018 Amendment	Amended Budget
Capital Projects	\$46,274,247	\$-	\$46,274,247
Water	5,948,257	-	5,948,257
Sewer	7,580,510	272,000	7,852,510
Stormwater Mgmt.	8,757,555	-	8,757,555
Special Activities	6,994,845	-	6,994,845
Speed Camera	285,472	-	285,472
Total	\$75,840,886	\$272,000	\$76,112,886

Attachments

Attachment 13.a: AttachA_BudgetOrdinance_July2018(PDF)

Attachment 13.b: AttachB_AmendmentDetail_July2018 (PDF)

A handwritten signature in dark ink, appearing to read "Rob DiSpirito", is written over a horizontal line.

Rob DiSpirito, City Manager

6/26/2018

ORDINANCE NO. _____

ORDINANCE: To Amend Ordinance
05-18 To Appropriate
Funds and Levy
Taxes for Fiscal Year
2018.

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE,
MARYLAND** as follows:

SECTION I - ANNUAL OPERATING APPROPRIATIONS

There are hereby appropriated for the fiscal year beginning July 1, 2017, and ending June 30, 2018, out of the revenues accruing to the City for the purpose of operations, the several amounts hereinafter listed under the column designated "Amounts Appropriated":

FUNDS	AMOUNTS APPROPRIATED	
General Fund	\$85,499,952	
Water Fund	13,260,570	
Sewer Fund	13,611,150	
Refuse Fund	7,816,356	
Parking Fund	2,522,140	
Stormwater Management Fund	5,464,700	
RedGate Golf Course Fund	105,620	
Special Activities Fund	1,561,846	
Community Development Block Grant	359,933	
Speed Camera Fund	1,400,000	
Debt Service Fund	[5,410,460]	<u>5,484,460</u>

The "Amounts Appropriated" by this section totaling [\$137,012,727] \$137,086,727 shall be for the annual operating expenses of the departments and agencies of the City and shall be disbursed under the supervision of the City Manager.

ORDINANCE NO. _____

Page 2

SECTION II - CAPITAL PROJECTS APPROPRIATIONS

There is hereby appropriated out of the revenues accruing to the City for the purpose of capital improvements, the several amounts hereinafter listed under the column designated

"Amounts Appropriated":

FUNDS	AMOUNTS APPROPRIATED	
Capital Projects Fund	\$46,274,247	
Water Fund	5,948,257	
Sewer Fund	[7,580,510]	<u>7,852,510</u>
Stormwater Management Fund	8,757,555	
Special Activities Fund	6,994,845	
Speed Camera Fund	285,472	

The "Amounts Appropriated" by this section totaling [\$75,840,886] \$76,112,886 shall be for improvement projects and shall be disbursed under the supervision of the City Manager.

SECTION III - GENERAL LEVY

There is hereby levied against all assessable real property within the corporate limits of the City a tax at the rate of twenty-nine and two-tenths cents (\$0.292) on each \$100 of assessable value of said property. There is also hereby levied, against all assessable personal property within the corporate limits of the City, a tax at the rate of eighty and one-half cents (\$0.805) on each \$100 of assessable value of said property. These taxes are hereby levied in order, together with other available revenues and funds of the City government, to provide funds for the

ORDINANCE NO. _____

Page 3

"Amounts Appropriated" as set forth in the foregoing Section I. The tax levies herein provided in this section shall not apply to property in the City of Rockville to the extent that such property is not subject to taxes as provided in any valid and binding annexation agreement.

SECTION IV – TOWN CENTER PARKING DISTRICT LEVY

There is hereby levied against all assessable non-exempt real property within the Town Center Parking District a tax at the rate of thirty-three cents (\$0.33) on each \$100 of assessable value of said property. These taxes are hereby levied in order, together with other available revenues and funds of the City government, to provide funds for the “Parking Fund” as listed in the “Amounts Appropriated” in Section I.

SECTION V – TOWN SQUARE STREET AND AREA LIGHTING DISTRICT LEVY

There is hereby levied against all assessable real property within the Town Square Street and Area Lighting District a tax at the rate of zero cents (\$0.00) on each \$100 of assessable value of said property. These taxes are hereby levied in order, together with other available revenues and funds of the City government, to provide funds for the “Town Center Management District Fund” as listed in the “Amounts Appropriated” in Section I.

SECTION VI – TOWN SQUARE COMMERCIAL DISTRICT LEVY

There is hereby levied against all assessable commercial real property within the Town

ORDINANCE NO. _____

Page 4

Square Commercial District a tax at the rate of zero cents (\$0.00) on each \$100 of assessable value of said property. These taxes are hereby levied in order, together with other available revenues and funds of the City government, to provide funds for the “Town Center Management District Fund” as listed in the “Amounts Appropriated” in Section I.

NOTE: [Brackets] indicate material deleted.
Underlining indicates material added.

I hereby certify that the foregoing is a true and correct copy of an Ordinance adopted
 by the Mayor and Council of Rockville at its meeting of

 Kathleen A. Conway, City Clerk/Director of Council Operations

Attachment 13.a: AttachA_BudgetOrdinance_July2018 (2164 : FY 2018 Budget Amendment #3)

FY 2018 Budget Amendment #3
July 2, 2018

Operating Budget			
Debt Service Fund (550)			
Expenditures			
550 - 950 - 0200 - 0512	Interest		74,000
Total Expenditures:			74,000
Revenues			
550 - 950 - 01IN - 3940	Use of Reserves		74,000
Total Revenues:			74,000

CIP Budget			
Sewer Fund (220)			
Expenses			
220 - 850 - UA16 - 0426	Blue Plains Wastewater Treatment CIP		272,000
Total Expenses:			272,000
Revenues			
220 - 850 - UA16 - 3658	Paygo		272,000
Total Revenues:			272,000



Mayor & Council Meeting Date: July 2, 2018
 Agenda Item Type: Introduction and Possible Adoption
 Department: CMO - Public Information and Community Engagement
 Responsible Staff: Marylou Berg

Subject

Introduction and Possible Adoption of an Ordinance to Amend Chapter 11 of the Rockville City Code Entitled "Human Rights" by Amending Section 11-1, Entitled "Purpose;" and Section 11-2, Entitled "Definitions;" to Include Additional Non-Discrimination Provisions and to Make Other Technical Amendments.

Recommendation

Staff recommends the Mayor and Council introduce the attached ordinance.

If the Mayor and Council wish to proceed with adoption of the ordinance at the same meeting, the ordinance should first be introduced and then a motion should be made to waive the layover period. If the motion to waive the layover period is approved by an affirmative vote of four or more members of the Mayor and Council, a motion to adopt the ordinance may then proceed.

Change in Law or Policy

The ordinance the Mayor and Council are being asked to consider will amend Chapter 11 of the Rockville City Code entitled "Human Rights" by amending Section 11-1, entitled "Purpose;" and Section 11-2, entitled "Definitions;" to include additional non-discrimination provisions and to make other technical amendments.

Discussion

The Mayor and Council have set a priority initiative to "Review existing codes and policies based on the scoring of the Municipal Equality Index done by the Human Rights Campaign and identify modifications to enhance LGBTQ non-discrimination."

The Municipal Equality Index (MEI), conducted by the Human Rights Campaign (HRC), examines municipal laws, policies and services to determine how inclusive communities are of lesbian, gay, bisexual, transgender and queer (LGBTQ) people who live there.

In 2015 Rockville received a score of 60 out of 100 on the MEI. Over the past three years, the City of Rockville has actively sought to improve its score. By ensuring the HRC has accurate information and making improvements to City policies, laws and programs, Rockville has

significantly improved its score. In 2016 Rockville scored 98 and in 2017 Rockville scored 100. As the requirements of the MEI evolve, Rockville will continue to consider and implement changes that will effectively enhance LGBTQ non-discrimination in Rockville.

The proposed amendments contain additional non-discrimination provisions including gender identity, which meets the requirements of Section I of the MEI, entitled “Non-Discrimination in Private Employment, Housing, and Public Accommodations.”

Rockville will participate in the MEI scoring for 2018. The scorecards are due to HRC on July 27. If the amendments to Chapter 11 are made, they will be included in the 2018 scorecard and are expected to increase Rockville’s MEI score.

Mayor and Council History

The Mayor and Council have set a priority initiative to “Review existing codes and policies based on the scoring of the Municipal Equality Index done by the Human Rights Campaign and identify modifications to enhance LGBTQ non-discrimination.” This is the first time this item has come before the body.

Next Steps

If the Mayor and Council do not waive the layover period, the ordinance will return at a future meeting for adoption.

Attachments

Attachment 14.a: Attachment A - Ordinance- Chapter 11 proposed amendments (PDF)



Rob DiSpirito, City Manager

6/26/2018

Ordinance No. ____

ORDINANCE:

To amend Chapter 11 of the Rockville City Code entitled "Human Rights" by amending Section 11-1, entitled "Purpose;" and Section 11-2, entitled "Definitions;" so as to include additional non-discrimination provisions and to make other technical amendments

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE, that Chapter 11 of the Rockville City Code entitled "Human Rights" be amended as follows:

CHAPTER 11. HUMAN RIGHTS

Article 1. In General

Sec. 11-1. - Purpose.

It is the desire of the Council to foster and encourage the growth and development of the City in a manner that will assure to all persons equal opportunity to live free of discrimination imposed because of age, ancestry, color, national origin, race, creed, religion, disability, genetics, marital status, national origin, pregnancy, presence of children, race, gender, or sexual orientation, gender identity or expression, or veteran status. Discriminatory practices are contrary to the public policy of the City. The City government shall direct its efforts and resources toward eliminating discriminatory practices within the City in the areas of housing, employment, City services and programs, law enforcement, education and public accommodations where they exist.

Sec. 11-2. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

* * *

Discriminate or Discrimination means acting, or failing to act, or unduly delaying any action regarding any person because of age (except as provided by other applicable law), ancestry, color, creed, religion, disability, genetics, pregnancy, veteran status, marital status, national origin, presence of children, race, sex, or sexual orientation, and failing to make reasonable accommodations for a qualified person with a disability. However, Discriminate or Discrimination does not include the providing of special benefits to individuals when those special benefits are provided based upon the individual 1) being a veteran; 2) being under eighteen (18) years of age; or 3) being over sixty (60) years of age; or 4) having a disability.

* * *

Place of public accommodation includes any inn, hotel, motel or other establishment which provides lodging to transient or permanent guests; any restaurant, ~~café, bar,~~ cafeteria, ~~coffee shop, market, grocery store, lunchroom, lunch counter, soda fountain~~ or other facility engaged in selling food or beverages whether alcoholic or not, for consumption on or off the premises including any such facility located on the premises of any retail establishment; any gasoline station, any ~~motion picture house~~ movie theater, theater, concert hall, meeting hall, sports arena, stadium, recreation park, amusement park, picnic grounds, fair, circus, carnival, skating rink, swimming pool, tennis court, golf course, playground, bowling alley, gymnasium, shooting gallery, billiard or pool room, or any other place used for common or public entertainment, exhibition, sports or recreational activity or other assembly; any retail store, mall or shopping center engaged in selling commodities of any type to the public; and any service establishment serving the public, including all hospitals, clinics, barbershops, beauty parlors, business or commercial services, repair services, or other services of any type offered to the public.

Sec. 11-16. - Housing discrimination.

(a) It shall be unlawful:

* * *

(b) It shall not be unlawful:

(1) For any rectory, convent, monastery, or other sexually segregated religious facility to discriminate on the basis of age, sex, or creed religion, where such facility is in whole or in substantial part owned, supported, controlled or managed by a particular church, synagogue, or other religious organization;

* * *

Note: Underlining indicates material added
~~Strikethrough~~ indicate material deleted
 Asterisks * * * indicate material unchanged by this ordinance

* * * * *

I hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the Mayor and Council at its meeting of _____.

 Kathleen Conway, City Clerk/Director of
 Council Operations



Mayor & Council Meeting Date: July 2, 2018
 Agenda Item Type: Introduction and Possible Adoption
 Department: CMO - Public Information and Community Engagement
 Responsible Staff: Marylou Berg

Subject

Introduction and Possible Adoption of an Ordinance to Amend Chapter 17 of the Rockville City Code, Entitled "Procurement" by Amending Section 17-116 Entitled "Standard Contract Provisions" So as to Require a Provision in City Contracts Prohibiting Contractors from Discriminating Against Any Employee or Applicant for Employment as Defined in Chapter 11 of the City Code

Recommendation

Staff recommends the Mayor and Council introduce the attached ordinance.

If the Mayor and Council wish to proceed with adoption of the ordinance at the same meeting, the ordinance should first be introduced and then a motion should be made to waive the layover period. If the motion to waive the layover period is approved by an affirmative vote of four or more members of the Mayor and Council, a motion to adopt the ordinance may then proceed.

Change in Law or Policy

The ordinance the Mayor and Council are being asked to consider will amend Chapter 17 of the Rockville City Code entitled "Procurement" by amending Section 17-116, entitled "Standard Contract Provisions" to require a provision in City contracts prohibiting contractors from discriminating against any employee or applicant for employment in accordance with Rockville City Code Section 11-2, definition of *Discriminate* or *Discrimination*.

Discussion

The Mayor and Council have set a priority initiative to "Review existing codes and policies based on the scoring of the Municipal Equality Index done by the Human Rights Campaign and identify modifications to enhance LGBT non-discrimination."

The Municipal Equality Index (MEI), conducted by the Human Rights Campaign (HRC), examines municipal laws, policies and services to determine how inclusive communities are of lesbian, gay, bisexual, transgender and queer (LGBTQ) people who live there.

In 2015 Rockville received a score of 60 out of 100 on the MEI. Over the past three years, the City of Rockville has actively sought to improve its score. By ensuring the HRC has accurate information and making improvements to City policies, laws and programs, Rockville has significantly improved its score. In 2016 Rockville scored 98 and in 2017 Rockville scored 100. As the requirements of the MEI evolve, Rockville will continue to consider and implement changes that will effectively enhance LGBTQ non-discrimination in Rockville.

The proposed amendment requires that City contracts include a non-discrimination provision prohibiting contractors from discriminating against any employee or applicant for employment in accordance with Rockville City Code Section 11-2, definition of *Discriminate* or *Discrimination*.

Rockville will participate in the MEI scoring again for 2018. The scorecards are due to HRC on July 27. If the amendments to Chapter 11 are made, they will be included in the 2018 scorecard and are expected to increase Rockville's MEI score.

Mayor and Council History

The Mayor and Council set a priority initiative to "Review existing codes and policies based on the scoring of the Municipal Equality Index done by the Human Rights Campaign and identify modifications to enhance LGBTQ non-discrimination." This is the first time this item has come before the body.

Next Steps

If the Mayor and Council do not waive the layover period, the ordinance will return at a future meeting for adoption.

Attachments

Attachment 15.a: Attachment A - Ordinance - Chapter 17 proposed amendments (PDF)



Rob DiSpirito, City Manager

6/26/2018

Ordinance No. ____ ORDINANCE: To amend Chapter 17 of the Rockville City Code, entitled "Procurement" by amending Section 17-116 entitled "Standard contract provisions" so as to require a provision in City contracts prohibiting contractors from discriminating against any employee or applicant for employment as defined in Chapter 11 of the Rockville City Code

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE, that Chapter 17 of the Rockville City Code, entitled "Procurement" is hereby amended as follows:

CHAPTER 17. PROCUREMENT

* * *

ARTICLE V. CONTRACT REQUIREMENTS

* * *

DIVISION 1. - GENERALLY

Sec. 17-116. - Standard contract provisions.

Contracts shall include:

(1) Such standard provisions that may be required by any procedures, standards or policies developed by the purchasing agent to implement this chapter.

(2) Such other provisions determined by the purchasing agent in consultation with the using department to be appropriate under the circumstances.

(3) A provision that contractors will not discriminate against any employee or applicant for employment as defined in Rockville City Code Section 11-2, definition of *Discriminate*.

* * *

NOTE: Underlining indicates material added
Asterisks * * * indicate material unchanged by this ordinance

Ordinance No. _____

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* * * * *

I hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Mayor and Council at its meeting of

Kathleen Conway, City Clerk/Director
of Council Operations



Mayor & Council Meeting Date: July 2, 2018
 Agenda Item Type: Discussion and Possible Approval
 Department: CPDS - Zoning Review & Other
 Responsible Staff: Jim Wasilak

Subject

Discussion and Instructions, and Possible Adoption of a Resolution to Establish a Six-Month Moratorium on the Filing, Acceptance, and Receipt of Applications for Special Exceptions, and Preapplications and Applications for Project Plans, Project Plan Amendments, Level 1 Site Plans, Level 2 Site Plans, Major Site Plan Amendments, and Minor Site Plan Amendments for Certain Uses in the Mixed-Use Employment (MXE) Zone

Recommendation

Discuss the proposed resolution and provide further direction to staff. If the resolution is acceptable to the Mayor and Council as drafted, adopt the resolution.

Change in Law or Policy

Adoption of the proposed resolution would establish a moratorium on the filing, acceptance, and receipt of certain types of preapplications and applications for certain commercial, assembly and entertainment, and industrial uses in the MXE Zone. The moratorium would prevent the City from accepting and receiving new applications for special exceptions, and preapplications and applications for project plans, project plan amendments, Level 1 site plans, Level 2 site plans, major site plan amendments, and minor site plan amendments for a period of six months, or until January 2, 2019, if the Resolution is adopted at the July 2, 2018 meeting, for the following uses within the MXE Zone: self-storage warehouse, shooting gallery, light industrial use, service industrial use, automotive repair garage, and motor vehicle and trailer sales. By that time, an analysis of commercial, assembly and entertainment, and industrial uses in the MXE Zone is expected to be complete, and potential changes to the Zoning Ordinance identified and adopted.

Discussion

Recent developments in the MXE Zone, particularly along I-270, led the Mayor and Council to discuss the appropriateness of certain commercial, assembly and entertainment, and industrial uses in the MXE zone at the July 10, 2017 meeting, which was followed by a worksession during the September 25, 2017 meeting. Staff previously recommended that certain uses, such as self-storage warehouse, motor vehicle and trailer sales, automotive repair garage, and rental halls for meetings and social occasions, be changed from permitted uses in the MXE Zone to not

permitted uses, as they were not deemed compatible with the purpose of the zone, which is to encourage employment-generating uses. The result of the worksession was that commercial, assembly and entertainment, and industrial uses should be analyzed further, and that additional input be solicited from stakeholders such as the Rockville Chamber of Commerce and Rockville Economic Development, Inc. (REDI).

The proposed moratorium would prevent new preapplications and applications from being filed and accepted by the City related to the following uses in the MXE Zone: self-storage warehouse, shooting gallery, light industrial use, service industrial use, automotive repair garage, and motor vehicle and trailer sales. Preapplications and applications covered by the attached draft resolution include project plans, project plan amendments, Level 1 site plans, Level 2 site plans, major site plan amendments, and minor site plan amendments and special exceptions that propose such uses (see Attachment B). Applications that would not be affected include site plan applications and amendments that are currently pending and propose such uses. For example, there is a pending site plan application for a self-storage warehouse at 44 Research Place that is under review.

Mayor and Council History

The Mayor and Council discussed the compatibility of certain uses in the MXE Zone at the July 10, 2017 meeting and at the September 25, 2017 worksession.

Attachments

Attachment 16.a: Proposed Resolution for MXE Zone (PDF)
Attachment 16.b: MXE Zones - June 2017 (PDF)



Rob DiSpirito, City Manager

6/26/2018

Resolution No. ____

RESOLUTION: To establish a six-month moratorium on the filing, acceptance, and receipt of applications for special exceptions, and preapplications and applications for project plans, project plan amendments, Level 1 site plans, Level 2 site plans, major site plan amendments, and minor site plan amendments for certain uses in the MXE (Mixed-Use Employment) Zone

WHEREAS, the Mayor and Council of Rockville, on July 10, 2017, considered a proposed Zoning Text Amendment that would have eliminated certain uses from the MXE Zone that were considered to not be consistent with the intent of the MXE Zone; and

WHEREAS, the Mayor and Council determined that the topic should be considered for further discussion at a worksession, which was held on September 25, 2017, at which time the Mayor and Council determined that additional study and stakeholder outreach was necessary prior to making changes to the permitted uses in the MXE Zone; and

WHEREAS, it is the desire of the Mayor and Council to allow sufficient time to conduct a careful, thorough, and thoughtful study of the uses permitted in the MXE Zone that may not be consistent with the intent of the MXE Zone, which may result in changes to the City's Zoning Ordinance; and

WHEREAS, the Mayor and Council finds that if any substantial development or new establishment of certain uses were to occur in the MXE Zone prior to the completion of a study and the presentation to the Mayor and Council of any zoning recommendations, such development could adversely affect the implementation of the recommendations resulting from

Ordinance No. _____

-2-

the study, and be incompatible with the orderly development and growth envisioned in the MXE Zone; and

WHEREAS, it is the intent of the Mayor and Council to permit construction to continue, pursuant to duly approved development applications or issued permits, for the following uses: self-storage warehouse, shooting gallery, light industrial use, service industrial use, automotive repair garage, and motor vehicle and trailer sales; and

WHEREAS, it is the intent of the Mayor and Council to permit the continued review, processing, and approval of pending Level 1 site plans, Level 2 site plans, and any pending site plan amendments proposing the following uses: self-storage warehouse, shooting gallery, light industrial use, service industrial use, automotive repair garage, and motor vehicle and trailer sales.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND, that a moratorium is hereby established until January 2, 2019, on the filing, acceptance, and receipt of applications for special exceptions, and preapplications and applications for any project plans, project plan amendments, Level 1 site plans, Level 2 site plans, major site plan amendments, and minor site plan amendments for the following uses within the MXE Zone: self-storage warehouse, shooting gallery, light industrial use, service industrial use, automotive repair garage, and motor vehicle and trailer sales. The City Clerk/Director of Council Operations and the Department of Community Planning and Development Services are hereby directed not to accept for filing any applications for special exceptions, and preapplications or applications for project plans, project plan amendments, Level 1 site plans, Level 2 site plans, major site plan amendments, and minor site plan amendments for the aforementioned uses within the MXE Zone until January 2, 2019.

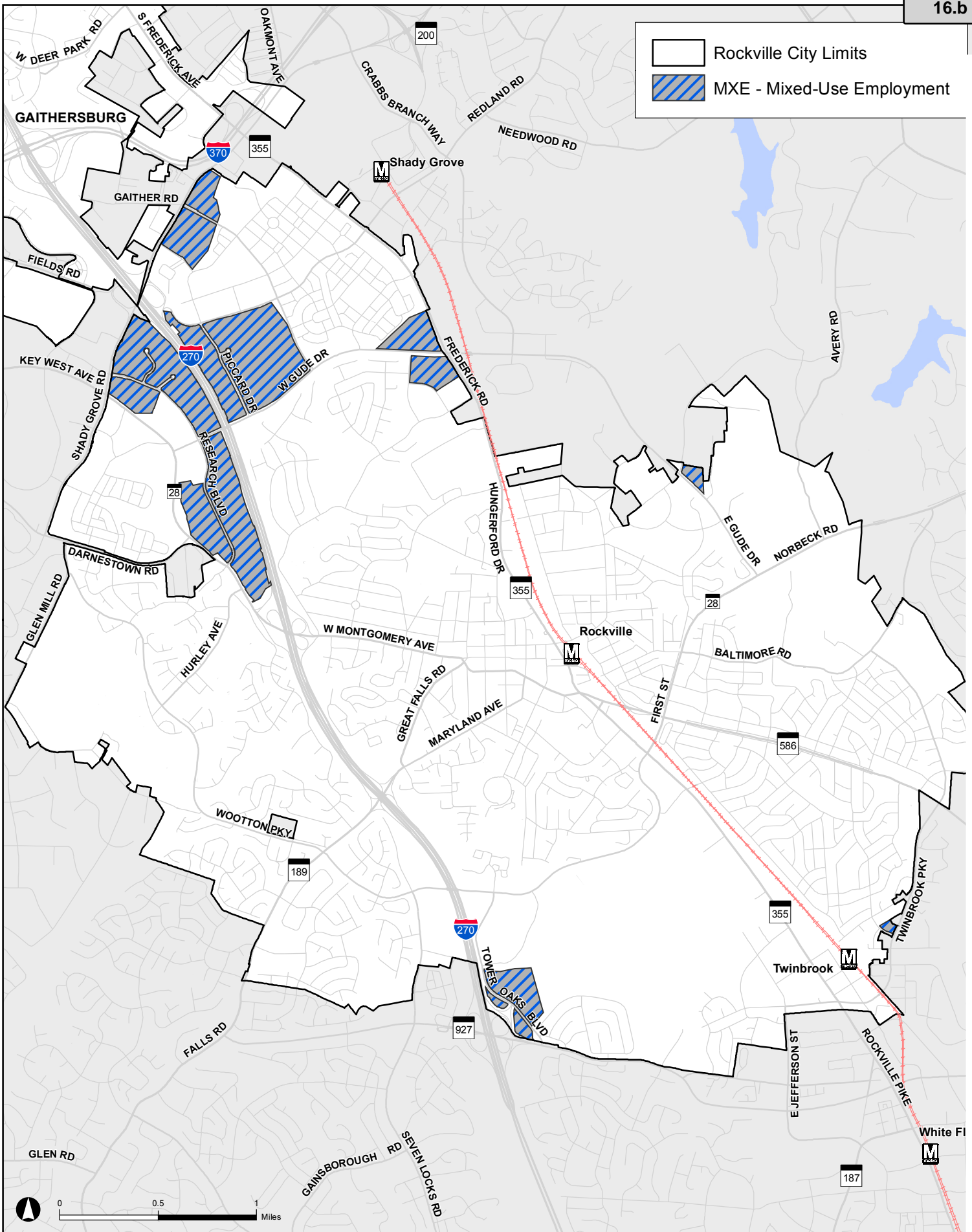
Ordinance No. _____

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I hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the Mayor and Council at its meeting of July 2, 2018.

Kathleen Conway, City Clerk/Director of Council Operations

A-2



Attachment 16.b: MXE Zones - June 2017 (2168 : Development Moratorium on Self-Storage Facilities)



Mayor & Council Meeting Date: July 2, 2018
 Agenda Item Type: Discussion and Possible Approval
 Department: City Manager's Office
 Responsible Staff: Linda Moran

Subject

2019 Maryland Municipal League Legislative Action Requests

Recommendation

Discuss and adopt proposed 2019 Maryland Municipal League Legislative Action Requests.

Discussion

The consideration of proposed Maryland Municipal League (MML) Legislative Action Requests (LAR) is the first step in the development of Rockville's comprehensive 2019 state legislative program. The Mayor and Council will take up Rockville's 2019 state legislation priorities again in the fall of 2018 (meeting date to be determined).

Each year the Maryland Municipal League invites the membership to submit Legislative Action Requests (LARs) to be considered for inclusion in the League's priority program. MML is accepting requests for the 2019 General Assembly Session.

LARs are issues that are resolved through state legislation and have broad impact to the MML membership. The League does not typically advocate for issues that impact a small number of municipalities, and does not engage with state legislation introduced by local Delegations. As the lead entity with whom decision makers in Annapolis engage on state legislation affecting municipalities, MML focuses on high-profile issues with significant impact to its membership. The MML LAR process is as follows:

- Member municipalities submit LAR forms on issues they would like to have addressed by legislation in the upcoming General Assembly Session;
- MML staff prepares background on each LAR for the Legislative Committee (LC) to consider, as well as priority issues that were not resolved in the previous session;
- The LC meets annually in August/September and chooses up to four priority program issues to recommend to the membership; and
- The MML membership votes on the recommended LC priorities at the Fall Conference in October.

Staff proposes one LAR that is carried over from 2018 and one new topic.

Small Cellular Tower Siting Approval and Fee Authorization

This was a priority for the Mayor and Council and MML in 2018. It is focused on protecting the authority of a municipality to assert local control over the siting and installation of small cellular towers and antennas, and to impose a fee for permit review and rental of space in a municipal right-of-way.

During the 2018 session, SB 1188 – Wireless Facilities – Permitting and Siting – was sponsored by Senator Middleton. The bill would provide for more rapid deployment of small cells without regulation by local government entities. For example, it broadly preempted local authority to manage the right-of-way including the heights of poles, size of equipment, amount of fees, and ability to enter into franchise agreements. The legislation failed, as the sponsor cancelled the bill hearing, and no further action was taken by the General Assembly.

MML expects continued discussions between the League, Maryland Association of Counties (MACO), other local government stakeholders, and the wireless industry, up to the start of the 2019 Session. MML indicated it is likely that small cell legislation will be introduced in 2019.

As the demand for cellular data continues to rise, wireless carriers endeavor to expand and strengthen their networks. Cellular providers are moving towards the use of small cellular antennas or distributed antenna systems (“DAS”). The technology is used to address gaps in coverage and increase wireless network capacity.

Maryland municipalities, including Rockville, have been approached by companies that request to install small cellular or DAS infrastructure on municipally-owned property, such as streetlights or other structures in the right-of-way. Federal law, to some extent and subject to certain limitations, allows for state and local authority to control the placement of antennae in their rights-of-way. Many municipalities in the State of Maryland review siting applications and make decisions on the installation of small cellular antennas or DAS. However, currently there is no State law that gives express authority to municipalities to oversee and manage the placement of this infrastructure in their rights-of-way.

MML has recommended that members begin the process to adopt ordinances, and reports that 15 municipalities in Maryland are drafting or have adopted ordinances and agreements, and others are interested in beginning the process. MML and MACO’s key message to the wireless industry and State lawmakers is that municipalities are handling small cell deployment at the local level, and statewide legislation is not needed. As the number of local government ordinances increases, it strengthens MML’s and MACO’s position that State legislation is unnecessary.

County’s Newly-Adopted Ordinance and Rockville’s Efforts

The Montgomery County Council’s Zoning Text Amendment 18-02 – Telecommunications Towers – Limited Use took effect on June 4, 2018. At attachment A is a summary of the

County's Ordinance and a brief update on Rockville's efforts to revise the existing Zoning Ordinance provisions for wireless communications facilities.

Preserve Municipal Home Rule Authority

After a nine-year effort by MML and its members, legislation in 2018 was enacted that restores municipal HUR to 85% of its pre-recession level in FY20-FY24 (Rockville will receive approximately \$600,000 in additional funds). This accomplishment provides MML's leadership and Legislative Committee with the opportunity to re-imagine its legislative advocacy strategy.

Staff proposes that the Mayor and Council consider a broad LAR to oppose legislation that erodes municipal authority. This LAR could potentially become one of MML's new advocacy messages. The proposed LAR is not focused on a single piece of legislation. Instead, it embraces a strategy of opposition to legislation that dilutes or preempts local authority. Municipalities are best equipped to meet the needs of their residents. Preserving municipal authority is critical to the success of Maryland cities and towns, and the residents they serve.

Maryland municipalities are political subdivisions of the State and exercise home rule powers under Article XI-E of the Maryland Constitution and the Local Government Article of the Annotated Code of Maryland. Home Rule authorizes municipalities to adopt new and/or amend existing charters or local laws relating to the incorporation, organization, government or affairs of a municipal corporation. Municipalities have broad authority to enact legislation to assure the good government of the municipality; protect and preserve the municipality's rights and property privileges; preserve peace and good order; protect people and property from danger; and protect the health, comfort and convenience of residents. However, the State has authority, either expressly or impliedly, to pre-empt local legislation.

During the April 18th MML Legislative Committee Session wrap-up meeting, preserving local authority and concerns about State preemption were discussed, based on two developments in the 2018 Session:

- SB 1188 – Wireless Facilities – Permitting and Siting, as described earlier in this report, broadly preempts local authority.
- HB 2/SB 1 – Natalie M. LaPrade Medical Cannabis Commission Reform Act. While this subject is not an issue in which MML typically engages, late in the session there was an amendment that would have authorized counties to deny the ability of a marijuana dispensary to relocate into a municipality with planning and zoning authority. MML was very concerned it could set a dangerous precedent. The League was successful in having the language removed.

State preemption and preservation of local authority are possible issues that may reemerge in the 2019 Session and beyond.

According to the National League of Cities (NLC), State preemption of local authority is increasing across the nation on a range of issues, including municipal broadband, anti-discrimination, paid leave, and the minimum wage. NLC maintains that when State laws eliminate local control, it can result in significant negative impacts to the quality of life of municipal residents.

History Mayor and Council

The Mayor and Council annually discuss and approve LAR items to forward to MML for consideration in the priority program for the next General Assembly Session.

Next Steps

With Mayor and Council approval, staff will forward the completed LARs to MML by the July 27, 2018 deadline. Staff will update the Mayor and Council on the priority issues that are selected by the LC, and the member vote at the Fall Conference on the recommended topics for the 2019 MML Priority Program.

Attachments

Attachment 17.a: Attachment A - Summary of County ZTA and Rockville's Efforts (PDF)



Rob DiSpirito, City Manager

6/26/2018

SMALL CELL LEGISLATION AS OF JUNE, 2018

Montgomery County

On June 4, 2018 Montgomery County adopted zoning text amendment 18-02 for the purpose of revising the standards for antennas on existing structures and towers. The uses have been added to the Use Tables as a Limited use in the Commercial/Residential zones and in one of the Employment zones. A Limited use in the County is a use that is permitted if it complies with the standards set forth for the use in the Code. In the County, a Telecommunications Tower is defined as any structure other than a building supporting wireless services within a designated service area.

The County legislation is summarized as follows:

- Telecommunications towers have been added as a Limited use in the Commercial Residential Neighborhood (CRN), Commercial Residential Town (CRT), Commercial Residential (CR), and Neighborhood Retail (NR) zones. The use is already allowed as either a Limited or Conditional use in the other Employment zones and in the Industrial zones.
- Under Section 3.5.2, Communication Facility, dimension limits have been added depending on the type and location of the antennas. Small cell antennas are limited to a maximum of four feet two inches on any side with a maximum cubic volume of 6 cubic feet.
- In the CR, Employment, and Industrial zones a tower may be allowed as limited use if the antennas comply with the smallest dimension standards in Sec. 3.5.2., located at least 15 feet in height and installed parallel with the tower. If the tower is an existing utility pole, streetlight pole, or site plan-approved parking lot light pole and it must be replaced, the replacement pole must be within 2 feet of the base of the pre-existing pole; must be at the same distance from the curb line or paving edge; located at least 10 feet from an existing building; and if located in the public right-of-way must be approved by the Department of Permitting Services for clear zone safety.
- If a replacement pole is needed, the pre-existing pole must be removed within 10 days after the new installation is activated. A pre-existing utility pole must be removed within 180 days after the replacement pole is installed.
- The height of streetlight poles must not exceed the existing height plus 6 feet abutting a right-of-way with a paved section of 65 feet or less, and an additional 15 feet when abutting a right-of-way with a paved section greater than 65 feet.
- For utility poles and parking lot poles, the pre-existing height plus 10 feet.
- Equipment cabinets must not exceed a volume of 12 cubic feet. If the tower is an existing streetlight pole, the equipment must be located in the base of the pole or at ground level unless waived by the Department of Transportation.
- Towers may be located in residential zones as a Conditional use, and requires approval by the Hearing Examiner after a public hearing. Towers must be located within an overhead transmission line right-of-way, be 300 feet minimum from any dwelling, and limited to 179 feet in height.

City of Rockville

Zoning Text Amendment TXT2016-0024 that was filed by Cellco Partnership is still pending. The City refrained from taking action on the pending ZTA because of pending legislative and regulatory proceedings related to small cell antennas at the State and Federal level that would have preempted any City regulations. The City was also monitoring what regulations the County implemented with respect to small cell antennas. With some of the proceedings that City staff has been monitoring now resolved, the City is preparing to move forward with implementing a regulatory framework for small cell antennas. The City Planning staff has drafted proposed amendments to the Zoning Ordinance's provisions for wireless communications facilities. The language in the draft draws from, in part, some of the decisions that were made on the pending text amendment, the County's actions, and recommendations from the City's technical consultant. The draft includes additional definitions to cover small cell wireless facilities and provisions for limiting the size and location of such facilities within all zones in the City. This draft is currently under review by the City Attorney's office.



Mayor & Council Meeting Date: July 2, 2018
Agenda Item Type: Review and Comment
Department: City Manager's Office
Responsible Staff: Jenny Kimball

Subject

Mayor and Council Action Report

Recommendation

Staff recommends that the Mayor and Council review and comment on the Action Report.

Attachments

Attachment 18.A.a: M&C Action Report (PDF)

Jenny Kimball

Jenny Kimball, Deputy City Manager 6/26/2018

Blue - new items to the list.

Red - latest changes.

Mayor and Council Action Report

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Estimated Completion or Agenda Item date
2014-23	9/8/11	R&P	Future agenda	King Farm Farmstead – Next Steps Status: The Mayor and Council will take up decision making about future uses during the July 16 worksession.	TBD
2015-14	7/13/15	CMO	Future agenda	Purchasing Study Response Status: The status report on the purchasing study action plan will be provided every six months. An updated action plan was shared with the Mayor and Council on agenda on April 9, 2018 and the next six-month update will be shared on August 1, 2018 .	August 1, 2018
2016-12	9/26/16	HR	Future agenda	Vacancy Report Provide a Vacancy Report to the Mayor and Council at the end of each Quarter. Status: The third quarter report was shared on April 9, 2018.	August 1, 2018
2016-16	10/10/16	CPDS	Future agenda	Global Issues on BRT Schedule another discussion on BRT with the City of Gaithersburg and Montgomery County, to include broader issues such as governance and finance. Consider holding the meeting in Gaithersburg. Status: BRT and CCT will be discussed during a Mayor and Council worksession on July 16, 2018.	Ongoing
2016-17	10/24/16	R&P	Future agendas	Caregiver Task Force Provide regular updates on the status of the Caregiver Task Force establishment and work. Status: Starting June 2018, meetings will be held the first Thursday of the month. For FY20, the city will accept caregiver grant applications and use the current process to recommend funding in the proposed FY20 budget.	Fall 2019
2016-18	10/24/16	CPDS	Future agenda	Site Plan/Development Review Improvements Provide regular updates on the status of the work. Status: A Listening Session on the City's Development Review Process was held on November 15, 2017, to seek input from stakeholders. ISD has held two forums, and Public Works is currently scheduling one. A calendar is being developed, and a plan for improvements is in the works. Ricky Barker, the new CPDS Director should also weigh in.	Ongoing
2016-22	11/21/16	R&P	Memo	Youth Sports Follow Up Monitor and provide the Mayor and Council, as it becomes available, new research and information on techniques and training to ensure safety in youth sports. Status: On January 23, 2018 Director of Recreation and Parks shared with the Mayor and Council new research regarding Chronic Traumatic Encephalopathy (CTE) and the risks of concussions. Proposed legislation in the Maryland General Assembly that would have prohibited children from playing tackle football on public fields until they reach high school was defeated.	Ongoing

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Estimated Completion or Agenda Item date
2017-6	2/27/17	CMO	Email	Minority-, Female- & Disabled-Owned Businesses Provide updates on the Procurement Division's activities to engage and support minority-, female- and disabled-owned businesses. Status: Staff shared an MFD update with the Mayor and Council on March 19, 2018, and another update will be on the August 1 agenda.	Ongoing
2017-9	4/3/17	Procurement	Agenda item	Procurement of Internal Auditor Services Status: Funds are included in the FY19 Adopted Budget. A RFP will be developed next.	Ongoing
2017-11	6/12/17	R&P	Agenda item	Deer Population in Rockville Continue to monitor the deer population. Consider action steps and gather community input. Status: At the worksession on April 23, 2018, the Mayor and Council directed staff to come back with an agenda item to include a check list of issues that would have to be addressed. In addition, the Mayor and Council have requested to hear from the Humane Society and a naturalist with expertise in deer management, tentatively on the September 17 agenda.	Ongoing
2017-17	12/11/17	CPDS/CAO	Agenda Item	Changes to the Sign Ordinance Provide a project scope and timetable for review and amendments to the Sign Ordinance. Status: CPDS and CAO staff are working with outside Counsel on draft amendments to the Sign Ordinance. Final draft amendments will be presented to M&C on agenda for discussion. An authorization to file a Zoning Text Amendment application to modify the sign provisions of the Zoning Ordinance will be on the Mayor and Council's August 1 agenda.	TBD
2018-1	1/22/18	Finance	Action Report	Utility Billing System Provide updates on the replacement of the Velocity Payment System, powered by Govolution. Status: Finance has been looking into a new vendor for Utility Billing. This project will upgrade the City's existing utility billing system to allow for enhanced customer account access, and will include a smart phone payment app. FY2019 work includes vendor selection, purchase, and implementation of a new system. The updated RFP was advertised on June 22, 2018.	TBD
2018-2	2/26/18	R & P	Agenda Item	Walking Path Lighting Share information on the current policy/practice regarding lighting on City paths. Status: As a first step, in September 2018, staff will provide a memorandum outlining the current policy, identifying City paths that are candidates for lighting based on the nature of the public's use for travel, as well as an estimate of costs.	TBD
2018-3	3/5/18	HR	Agenda Item	Health Benefits Advisory Committee Report Brief the Mayor and Council on the FY18 work of the Committee and the recommendations included in their end of year report.	September 2018
2018-4	3/5/2018	IT	Agenda Item	Rockville Information Technology Strategy Brief the Mayor and Council on the City's overall strategy on information technology, including the current state of technology, future goals and implementation strategies.	September 2018

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Estimated Completion or Agenda Item date
2018-5	3/19/18	CMO/ Finance	Agenda Item	Fraud Tipline Discuss the option to develop a tipline for external customers to report suspected fraud or abuse, including approaches to implementing the tipline. Status: During the April 9 discussion, the Mayor and Council expressed support for a new hotline and directed staff to explore further the options for organizational placement of the function within the City. On June 18, the Mayor and Council approved the placement in the CC/DCO. Next steps are to proceed with informal solicitation and work on the implementation steps listed in the June 18 staff report. Staff will bring the proposed implementation steps to the Mayor and Council on agenda in September.	October 2018
2018-6	3/19/18	CPDS	Agenda Item	Uses in the MXE Zone Remove the currently-allowed self-storage facilities, shooting galleries and possible other uses from the MXE Zone. Status: Discussion, and possible approval, of a proposed moratorium is on the Mayor and Council's July 2, 2018 agenda.	TBD
2018-7	6/18/18	CMO	Agenda Item	LGBTQ Initiatives Identify and implement Mayor and Council suggestions. Status: Staff is meeting with members of the Mayor and Council on July 2 to identify issues to be addressed, and an agenda item is scheduled for the Mayor and Council meeting that evening to address amendments to Chapter 11 of the City Code, Entitled "Human Rights."	July 2, 2018
2018-8	6/18/18	RCPD/R&P	Town Meeting	Opioid Town Meeting Schedule a Town Meeting on the opioid crisis, to include prevention, enforcement and treatment. Status: A staff team is being formed to plan this event, including scheduling a date and location; and partnering with other agencies.	Fall 2018
2018-9	6/18/18	CMO	Worksession	Schedule a worksession on Millennials Identify who they are, how to engage them in local government, and outreach strategies.	TBD

CLOSED / COMPLETED



Mayor & Council Meeting Date: July 2, 2018
 Agenda Item Type: Review and Comment
 Department: City Manager's Office
 Responsible Staff: Louise Atkins

Subject

Mayor and Council Priority Initiatives Update

Recommendation

Review and comment on the Mayor and Council priority initiatives update.

Discussion

Beginning with this update, a table summarizing the status of the priority initiatives will be included on the Mayor and Council agenda every other month. It will be included at the end of the agenda, on the first regular meeting of the designated months. Using the current formatting of the Action Report, changes from the previous update are shown in red text. The last update was shared with the Mayor and Council by memo in April 2018.

The initiatives are presented in the priority categories that the Mayor and Council identified in 2017, starting with the Top Priorities. The table shows the next significant milestone for each item, and the estimated time frame within which the priority initiative will be fully completed. Other useful information is included in the Comment column.

Next Steps

For calendar year 2018, the next updates will be on agenda on September 17 and November 19.

Attachments

Attachment 18.B.a: Mayor and Council Priority Initiative Status Update July 2 2018 (DOCX)
 Attachment 18.B.b: Outreach to Diverse Populations Memo (DOCX)
 Attachment 18.B.c: Outreach to Diverse Populations Table Attachment (PDF)

Jenny Kimball
Jenny Kimball, Deputy City Manager 6/26/2018

**Mayor and Council Priority Initiative Status
July 2018**

Initiative	Lead Dept	Project Manager	Next Significant Milestone	Est. Initiative Completion Date	Comments
Top Priorities					
Formulate a Policy on Economic Incentives and develop supportive programs	REDI	REDI	Develop a draft policy when the new REDI executive director comes on board.	March 2019	Supportive programs - the Rockville Business Expansion Fund and Rockville MOVE Program - have been implemented.
Improve the plan review process in the Department of Community Planning and Development Services	CPDS	Bobby Ray	Complete final review of proposed administrative/procedural improvements with the Development Review Committee reviewers, and plan the implementation steps.	December 2018	Staff have prepared a list of administrative/procedural improvements based on coordination with the Development Review Committee and comments received at the November 2017 Citywide forum. Areas for improvement include: establishing a single point of contact; creating a review calendar with internal benchmarking and deadlines; establishing a policy and procedure for addressing internal conflicts.
Improve the plan review process for Permitting/Inspection Services	CPDS	Rabbiah Sabbakhan	Complete standard operating procedures and permitting guide sheets by 9/1/2018. Hold the next stakeholders' forum, tentatively in early November 2018.	December 2018	Staff has compiled the comments from the April stakeholders' forum, for follow up as we continue this improvement process.

Initiative	Lead Dept	Project Manager	Next Significant Milestone	Est. Initiative Completion Date	Comments
Modify and incentivize the required percentage of various housing requirements (affordable/work force) in new development	CPDS	Asmara Habte	Introduce some additional changes to the MPDU ordinance on the homeownership component of the MPDU program.	December 2018	In May 2018, the Mayor and Council approved changes to the MDPU Ordinance to expand the MPDU limits up to 120% of the AMI for rentals, and revised the MPDU rent calculation.
Review and agree upon the scope of duties of the Rockville Police Department and determine appropriate staffing	Police	Vic Brito	Complete review of the consultant's draft report and the new Chief's assessment of RCPD operations.	December 2018	The City Manager, Police Chief and Police command staff are reviewing and discussing the report recommendations, prior to the consultant compiling the final report.
High Priorities					
Beautify the concrete walls under the Railroad Tracks @ Middle and Park	CMO	Louise Atkins	Presentation of site-specific proposals by four finalist artists to the Art Review Panel on June 26, 2018. The Panel will make a final recommendation for an artist to share with the Mayor and Council, to confirm their concurrence to proceed with WMATA and CSX review and approval.	July 2019	Following review and approval by WMATA and CSX, the selected artist's proposed installation will be reviewed by the Cultural Arts Commission, with final review and approval by the Mayor and Council, prior to approval to proceed.

Initiative	Lead Dept	Project Manager	Next Significant Milestone	Est. Initiative Completion Date	Comments
Examine the appropriateness of different development standards around Metro Stations	CPDS	David Levy	<p>a. A worksession is scheduled with the Mayor and Council for July 16 to discuss the Stonestreet priority recommendations. Potential authorization for master plan amendments is scheduled for August 1.</p> <p>b. Present Rockville 2040 Draft to the Planning Commission and hold Planning Commission public hearings in Fall 2018.</p>	<p>a. Fall 2018</p> <p>b. Dec 2018</p>	The Rockville Pike Neighborhood Plan and zoning text and map amendments achieved this objective for the area around the Twinbrook Metro Station, and the Stonestreet study (and its zoning implementation) will achieve the same for the Rockville metro station area.
Identify and establish new public/private partnerships for the City, including corporate, private, non-profit, educational	CMO	Linda Moran	Discuss with senior staff the vision and potential approaches to a renewed focus on partnerships city-wide.	Ongoing	
Refine the City's relationship to and expectations of Rockville Economic Development, Inc.	CMO	Rob DiSpirito	Coordinate with the Mayor and Council, REDI Board and REDI executive director to refine the relationship, and reflect any adjustments in a new agreement between the City and REDI.	June 2019	Current agreement between the City and REDI expires on June 30, 2019.
Review the scope and role of the City's Boards and Commissions and make appropriate changes; and review the systems and processes to create, appoint and sunset City Boards and Commissions	City Clerk / Director of Council Operations	Kathleen Conway	Complete recruitment and appointment of Task Force members, estimated in July 2018.	May 2019	

Initiative	Lead Dept	Project Manager	Next Significant Milestone	Est. Initiative Completion Date	Comments
Other Priorities					
Review existing Codes and Policies based on the scoring of the Municipal Index done by the Human Rights Campaign and identify modifications to enhance LGBT Non-Discrimination	CMO	Janet Kelly	Send corrections and supporting documentation on Rockville's 2018 draft scorecard to the Human Rights Campaign by the July 27, 2018 deadline. Provide an update on this priority initiative to the Mayor and Council in the fall.	September 2018	July 2 agenda items support the effort to maintain the City's score on the Human Rights Campaign Municipal Index.
Review and improve wayfinding and entrance way signage throughout the City, and consider a fresh branding initiative	DPW	Faramarz Mokhtari	A firm has been selected, and Procurement will be awarding the contract. The consultant is expected to begin its work in July 2018.	December 2018	Four proposals were received in response to the FRP, and two firms were invited to make detailed presentations, before a final decision was made.
Explore mechanisms to encourage neighborhood shopping center revitalization and explore additional zoning and uses	REDI	REDI	Finalize logistics to launch the Façade Improvement program during the summer of 2018.	June 30, 2019	The executed agreement from the MD Department of Housing & Community Development to implement a Façade Improvement Program was received in April 2018.

Initiative	Lead Dept	Project Manager	Next Significant Milestone	Est. Initiative Completion Date	Comments
Grow and foster the arts, sciences and Rockville's heritage as increasing segments of the local economy and destination appeal	R&P/CMO /CPDS	Betty Wisda Louise Atkins Jim Wasilak	<p>Replace the aged historical markers displayed across the City in Summer 2018.</p> <p>Complete a Request for Proposals for the Art and Culture Study in Summer 2018.</p> <p>Rockville Concert Band first annual "Evening of Pops" concert in July 2018 at the Rockville Town Square Plaza.</p> <p>Support the 2018 F. Scott Fitzgerald Literary Conference, to be held in October 2018 at RMHS.</p>	Ongoing	<p>The FY19 budget includes an additional \$20,000 grant for Peerless Rockville to expand exhibits and community outreach.</p> <p>Paul Waclo carved the sycamore tree stump at Horizon Hill Park in June 2018 as part of the City's Art in Public Places Program.</p> <p>City continues to work with Kid Museum and Rockville Science center on identifying locations for future operations.</p>
Ongoing Priorities					
Adopt and Implement Vision Zero and engage the community in implementing the Vision	DPW	Oleg Kotov	Work with the Traffic & Transportation Commission on developing recommendations for Rockville's Vision Zero policy.	Summer 2019	Montgomery County adopted its Vision Zero 2-Year Action Plan in November 2017. Staff completed the review of the plan and shared it with the Traffic & Transportation Commission.

Initiative	Lead Dept	Project Manager	Next Significant Milestone	Est. Initiative Completion Date	Comments
Adopt a sustainable fleet policy	DPW	Erica Shingara	<p>Continue to pilot different technologies to assess performance and suitability for larger fleet application.</p> <p>Assess pilot technologies, draft proposed policy and circulate for comment prior to taking to the Mayor and Council.</p>	2019	<p>Pilot technologies include:</p> <ul style="list-style-type: none"> FY 17: Plug-in electric vehicle for Parking Enforcement FY 19: Hybrid sedan for Rockville 11 FY 19: Compressed natural gas (CNG) refuse truck FY 20: Explore sustainable options for police vehicles that are suitable for public safety operations. <ul style="list-style-type: none"> Participated in COG's Fleets for the Future Aggregate Vehicle Bid procurement process to get competitive prices for electric sedans, hybrid sedans, and CNG refuse vehicles. Commercial CNG fueling station opened on Southlawn; providing a second local CNG fueling option.
Complete the Master Plan revision by 2018	CPDS	David Levy	Present a working draft of the Plan Elements (e.g., Community Facilities, Environment, Housing) to the Planning Commission in Fall 2018 , followed by a working draft of the Planning Areas portion of the Plan.	2019	

Initiative	Lead Dept	Project Manager	Next Significant Milestone	Est. Initiative Completion Date	Comments
Create a community climate action plan developed by a citizen's task force	DPW	Mark Charles	<p>Coordinate with Montgomery County and MWCOG on community resiliency/adaptation background data to inform stakeholders on Rockville's climate vulnerabilities.</p> <p>Appoint a resident task force to review local emissions and vulnerability background data to recommend climate action items for inclusion in the climate action plan.</p>	December 2019	Climate Action Plan will be referenced in the Rockville 2040 Comprehensive Master Plan.
Create a parkland dedication ordinance to address the impact of increased residential development	CPDS/R&P	Jim Wasilak/ Tim Chesnutt	Hold another discussion with Mayor and Council in the fall of 2018 so that final direction on zoning text and code amendments may be received and the public review process initiated.	October 2018	The Mayor and Council provided initial direction at the May 21 worksession.
Develop an Open Data Initiative that includes all aspects of City governance	IT	Marc Weinshenker	Initiative is on hold now to focus staff efforts on other key technology initiatives, including ERP and IT security enhancements.	TBD	Pending a more comprehensive program, if there are any data categories which may be of interest to be made open, arrangements can be made with the departments and data owners to prepare and publish data using the existing Open Data platform.

Initiative	Lead Dept	Project Manager	Next Significant Milestone	Est. Initiative Completion Date	Comments
Develop a plan to increase physical connectivity of neighborhoods	R&P	Steve Mader	Review with DPW/Traffic & Transportation locations where existing trails may be suitable for creating lit neighborhood connections. Develop an average cost estimate/linear foot to install lighting systems	November 2018	Cost estimates for lighting paths will be completed for the FY20 budget cycle.
Document and assess work processes to improve efficiency and effectiveness, and as a prelude to implementing ERP, supporting an open data initiative and improving performance measures	IT	Benita Koch	Develop implementation plan/work schedule with the consultant to submit to senior staff for approval.	June 30, 2019	Contractor selected through an RFP process that included representatives from DPW, CPDS, Police, R&P, CMO and IT.
Explore improvements to the City's forestry requirements	R&P	Wayne Noll	CMO review of draft proposed updates to the City's Forest and Tree Preservation Ordinance.	November 2018	
Formulate the conditions under which Rockville can support Bus Rapid Transit	DPW	Emad Elshafei	Discussion and presentation by Montgomery County at the July 16, 2018 Mayor and Council Worksession.	July 16, 2018	Viers Mill Rd – County Council recommended option 2.5 and MCDOT is currently seeking grant funds for design and construction. MD 355 – State narrowed down the number of alternatives under consideration to three, which will be presented to the M&C in July 2018.

Initiative	Lead Dept	Project Manager	Next Significant Milestone	Est. Initiative Completion Date	Comments
Hire a consultant to conduct a feasibility study for a pilot Trolley/Streetcar program	DPW	Oleg Kotov	Award the contract and issue notice to proceed to the consultant in July 2018.	December 2018	Two proposals were reviewed by the Selection committee and a best and final offer was requested from the top firm. Procurement is expected to award the work to the selected firm. The consultant is expected to begin work in July 2018.
Increase the City's proactive outreach to diverse populations	CMO	Linda Moran	Obtain input from the M&C on proposed activities to enhance outreach to diverse populations.	Ongoing	A summary of accomplishments, current activities and recommended next steps is in the attached memo for M& review in preparation for a discussion on agenda.



June 22, 2018

City of Rockville

MEMORANDUM

TO: Rob DiSpirito, City Manager

FROM: Linda Moran, Assistant to the City Manager

VIA: Jenny Kimball, Deputy City Manager

SUBJECT: Update on the Status of Outreach Initiatives to Welcome and Include Diverse Populations

Background

This memorandum provides an update on progress made on the Mayor and Council's priority initiative to proactively reach out to diverse populations in Rockville. Rockville is the 9th most culturally diverse city in America, according to Wallet Hub in 2017, with more than one-third of the City's residents born outside of the United States. The 2016 Community Survey results revealed that 40% of Rockville residents speak a language at home other than English.

Rockville is a flourishing community of many cultures, nationalities, and backgrounds. In 2018 Money Magazine named Rockville as the best place to live in Maryland. Money Magazine used diversity as one of the criteria for this ranking. In 2017, Time and Money Magazine named Rockville as the 39th best place to live in the nation. These accolades are a testament to the leadership of the Mayor and Council, and partnership with staff and residents, to build a community where people from all "walks of life" make Rockville their home. This recognition brings national attention to the City's welcoming and inclusion efforts.

I. Accomplishments

The Mayor and Council have made a strong commitment to the community that all are welcome, included, and can thrive here. Rockville has advanced the initiative, with the following high-level accomplishments:

Fostering Community Trust Ordinance

The Mayor and Council adopted this ordinance on June 9, 2017. It amends Rockville's Human Rights Code to memorialize the City's long-standing practice of having all employees-including police officers-not request citizenship or immigration status of any person, unless required by law. It is a significant public policy statement to the community that all are welcome. Additionally, it aligns with the fundamental American principle that the greatness of our nation comes from our differences.

International Flags Program

This program celebrates the international community in Rockville with 193 flags recognized by the United Nations throughout Rockville Town Center. The idea for this program originated from several community members at the Diversity Town Hall meeting held in February 2017. Each flag is matched with an American flag as a symbol of support for the many residents from other countries who made the United States and Rockville their home. The flags also represent Rockville's support for its growing international community.

Human Rights Campaign Municipal Quality Index

On October 2017, Rockville received a perfect score for its commitment to the health, welfare, safety and equality of its lesbian, gay, bisexual, transgender, and queer community on the Human Rights Campaign 2017 Municipality Equality Index scorecard. The scoring is based on nondiscrimination laws, trans-inclusive health care benefits, and leadership on LGBTQ issues. This achievement directly supports the Mayor and Council priority on welcoming and inclusion, and taking steps to enhance LGBTQ nondiscrimination.

Villages Program

Villages is a program that began in FY 17, with support from Mayor and Council to fund a position at the Senior Center to lead the effort. According the Montgomery County Department of Health and Human Services, villages are grassroots, volunteer networks that aim to support neighbors who choose to age and thrive in place. They foster intergenerational, social connections through activities and events, and coordinate volunteer help-at-home using a neighbor-helping-neighbor model. As the program has taken off, it is evolving to one that supports all generations. Each village reflects the unique character, interests and needs of the community that forms it.

A group of interested residents formed a 501c (3) non-profit entitled "Rockville Area Villages Exchange", which supports the Rockville Villages program in an overarching way. It provides support such as group insurance for volunteer drivers, and helps provide solutions to problems that pave the way for villages to be successful.

Much progress has been made, and the following villages are emerging:

- Twinbrook
- King Farm
- Pumphouse East Rockville
- West Rockville

The Villages Program is grounded in community outreach to all members of Rockville's diverse population, and will serve as a vehicle for spreading information about future diversity initiatives of the Mayor and Council.

II. Other Programs and Activities

The matrix provided at Attachment A provides examples of other City programs and outreach to the community in support of this initiative. The chart includes many engaging, educational, and interactive programs that make Rockville a place that residents are proud to call home. These ongoing activities are refined as the community's characteristics evolve. The goal of every activity is to create an environment where all residents feel comfortable engaging with their City government, neighbors, and fellow community members.

Rockville also has two Boards and Commissions that are dedicated to welcoming and inclusion of diverse populations: 1). the Human Rights Commission and 2). Asian and Pacific American Task Force. These entities provide a foundation for some of the City's efforts.

III. The Next Phase

With significant actions in place, the next phase of this important work has begun. The following information summarizes new efforts underway in support of proactive outreach to diverse populations:

Diversity Email Updates

Anyone interested in periodic updates on Rockville activities that celebrate welcoming, inclusion, and diversity can sign up for an email via the City's web site. The multi-media content can be viewed from any mobile device, which supports the "on the go" lifestyles of Rockville residents.

These interactive updates include pictures, video, and web site links to more information. The Diversity email updates will continue to educate the community on welcoming, inclusivity, and diversity, and opportunities to participate in events and engage with their City government.

My Rockville Campaign

This strategic campaign created by the Community Engagement and Public Information Division, kicked off with a feature in the February 2018 Rockville Reports. It directly supports the Mayor and Council's efforts to reach out to all community members and encourage them to take part in the effort to build a city that continues to thrive on inclusion. It's the first piece of an ongoing public engagement initiative. The Rockville Reports insert provides readers with information about the variety of programs, activities, and resources available for residents to feel welcome, celebrate the Rockville's rich diversity, and get engaged. It also provides profiles of four Rockville residents and why they love to call Rockville their home. There are also My Rockville profiles that aired in February 2018 on Rockville 11. This values-based initiative will

include outreach on a variety of platforms, taking special care to appeal to all age groups, including millennials.

The inspiring, powerful, and unifying messages in My Rockville are that in Rockville “you can be you” and “we are Rockville, we are different.” My Rockville’s theme is that the city is a place to grow and be your best self. It includes people from all races, ancestries, language, gender identification, sexual orientation, ages, abilities, and education and income levels. My Rockville is an empowering philosophy behind the City’s welcoming and inclusion initiative. The message behind this campaign will serve as a catalyst for further engagement by the Mayor and Council with all segments of the Rockville community.

In the coming months, there will be more My Rockville features and activities designed to get all Rockville residents engaged.

City Ambassador Program

This new program carries out the Mayor and Council’s desire for the City to have a larger presence in the community and “go where the residents are.” It began in February 2018 during a Black History month event held in partnership with Peerless Rockville, entitled “Screening Community Cornerstones, a documentary on African American Churches” and the City’s Lunar New Year celebration of Asian cultures.

Community Engagement staff get out into the community and serve as City “ambassadors.” They will attend a variety of events over the course of the year in support of welcoming and inclusion.

At events, staff will engage residents in conversation, answer questions, and connect them with services that support their needs and activities that align with their interests. The City Ambassador will also serve as a vehicle to push out the My Rockville message and other important information, such as “Vote by Mail,” voter registration, and future diversity initiatives. It’s also an opportunity for staff to recruit volunteers who may be interested in lending their time and talents to the City.

A sampling of 2018 City Ambassador events is as follows:

- February 8, 2018 - Black History Month events
- February 24, 2018 - Lunar New Year celebration
- March 4, 2018 - community event at the Kid’s Museum
- April 13, 2018 - Asian Market at Montgomery College
- May 6, 2018 - NAACP Freedom Fund dinner
- May 26, 2018 - Welcoming and Inclusion Booth at Hometown Holidays, in partnership with the Human Rights Commission
- June 16, 2018 - Rockville Pride Day
- September 8, 2018 - Rockville Farmer’s Market
- October 21, 2018- World of Montgomery Festival
- Rocktoberfest – TBD Fall 2018

More events will be identified, including activities hosted by faith-based organizations.

Community Empowerment Grant Program

Beginning in FY19, the former Neighborhood Matching Grant program will be re-imagined. The focus will be on welcoming, inclusion, and bringing neighborhoods together to support connectivity across the community, which are goals of the Mayor and Council.

New Questions for the 2018 Citizen Survey

The next Citizen Survey will be sent to the community in the fall of 2018. It is recommended that a section of it be devoted to welcoming and inclusion questions. It will be a way to collect data from residents about how they perceive welcoming and inclusion in Rockville. The data can be used to refine current programs, create new ones, and address any issues that the community may identify.

Using this feedback tool provides a scientific sample that is representative of the entire population, which will help the City to assess its progress and further build this initiative.

III. Next Steps

City Manager's Welcoming and Inclusion Task Force

An interdepartmental team of staff will be convened to look at issues and programs associated with making Rockville's diverse community feel welcome and included. The group will review and audit current activities, and devise a list of recommended initiatives that will further build the City's welcoming and inclusion program for Mayor and Council review.

The Task Force members will be selected and hold its initial meeting in the first quarter of FY19. Possible themes to be addressed by the Task Force include:

1. *Clear Away the Roadblocks:*
Identify barriers that prevent those who are underrepresented from taking part in City programs and initiatives, and community-based activities.
2. *Bring People Together:*
Find and foster opportunities to help neighbors meaningfully connect.
3. *Start Young:*
Connect with young people; discover pathways to help them be included and engaged in City programs and initiatives, and community-based activities.
4. *Build a Workplace Culture:*
Use hiring practices to help the City's workforce to reflect Rockville's community diversity, and exemplify Rockville's core values; inclusivity, respect, openness.

Discussion with Mayor and Council

Prior to moving forward with the Task Force, staff will bring this item on agenda for a discussion with the Mayor and Council. Staff is interested in receiving input from the Mayor and Council on the initiatives underway, the development of a new task force, and items for the task force to explore.

Staff will incorporate the Mayor and Council's input into the work of the Task Force, so that it reflects the welcoming and inclusion priorities of the governing body.

Attachment A

Overview of Rockville Welcoming and Inclusion Activities

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Program	Rockville Business Academy	In partnership with the Hispanic Chamber of Commerce, REDI, and the Cambria Suites, provided training to multicultural business owners, including the Latino, Asian, and Eastern Indian business community. Participants received training on the city's building and construction permits application processes; keeping their customers and employees safe; growing their business; and partnering with the city on special event.	City Manager's Office/Public Information and Community Engagement	Annual November 30, 2017 Planning for 2018 program underway.	Rockville City Hall
Program	ADA Coordination	Provides sign language interpreter services at city meetings and events. Assists with providing individuals with disabilities access to city service and programs.	City Manager's Office/Public Information and Community Engagement	As Needed	Various

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Program	Minority, Female, and Disabled-owned Business Program	Program is designed to increase minority, female, and disabled-owned (MFD) businesses in the city's procurement processes. City staff works to identify proactive ways to include MFD businesses in city contracting by publicizing procurement opportunities at conference seminars, workshops, and networking functions and by submitting articles about the program to minority and local publications.	City Manager's Office/Procurement Division	Ongoing	One-on-one consultations at City Hall. Participate at events at a variety of locations in the Washington, D.C metropolitan region.
Program	Latino Youth Development	The program promotes positive, team oriented activities and physical exercise for students in grades 7-10. Participants play in a soccer league after school and on weekends. The students also participate in drug/alcohol/tobacco and gang prevention workshops and meet weekly with a program coordinator to discuss their individual and academic progress. Eligible participants are enrolled in the Free and Reduced Meals program. Students are provided with opportunities to receive Student Service Learning Credit Hours. Students can attend a summer camp that prepares them for the fall soccer season.	Recreation and Parks/Community Services	Ongoing	Various

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Program	Chinese Lunch Program	On Friday, Chinese luncheon is offered by the Chinese Cultural Adult Community Center.	Recreation and Parks/Senior Services	Weekly	Senior Center
Program	Glenview Wine and Foreign Film Festival	Free film series. February 13 – German Film in English sub-titles “Young Goeth in Love.” March 13 Farsi film in English sub-titles “Fifi Howls from Happiness.”	Recreation and Parks/Civic Center	Ongoing	Glenview Mansion Conservatory
Program	Lunch and Learn Series Workshops for City Employees	Lunch and learn series for City employees that offered informal conversations around welcoming and inclusion issues such as: race, age, political party, LGBTQ, nationality, gender, faith and religion, and ethnicity.	Human Resources	March-December 2017	City Hall
Program	Project Search Internships	Partnership with Montgomery County, the State, and non-profits on a program in government offices to provide real workplace experiences to enhance the acquisition of marketable work skills and the development of robust resumes.	Human Resources	Montgomery County provides candidates that serve in 10 week internships in the CC/DC	City Clerk/Director of Council Operations Offices, Rockville Swim and Fitness Center, and IT
Program	Project Search-Hired Employee	A project search .5 FTE with benefits was hired in the fall of 2015 at the Rockville Swim and Fitness Center as a General Services Aid that cleans the locker rooms, removes litter from the facility grounds, and cleans pool deck areas.	Human Resources/Recreation and Parks	Ongoing	Rockville Swim and Fitness Center

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Event	Martin Luther King Jr. Celebration	Community event, open to all, that commemorates Dr. King through diverse, interactive, and multicultural performances, keynote speaker, and awards to community members exemplifying Dr. King's legacy. The event also provides the audience with current and future opportunities to give back to the community and helpful resources to maintain a peaceful environment for themselves and others.	Police	Annual January 15, 2018	Richard Montgomery High School
Event	Lunar New Year	Event co-sponsored with the Asian Pacific American Task Force to celebrate the contributions of Asian cultures through performances, games, and crafts. Provides the opportunity for education about Asian cultures.	Recreation and Parks	Annual February 24, 2018	Richard Montgomery High School

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Event	World of Montgomery Day Sponsorship and Participation	Event celebrating the rich diversity of Montgomery County through international music, food, dance, arts, demos, and a parade of cultures. City waived event permit fees and provided a booth manned by staff who shared information and material about city programs and services, engaging with the city, focusing on welcoming and inclusion. In FY18 the Mayor and Council provided \$5,000 in support of the event.	City Manager's Office/Public Information and Community Engagement	Annual in October October 21, 2018	Montgomery College, Rockville Campus
Event	Diversity Leadership Workshop – 'Building Bridges in a Diverse Society'	Sponsored by the Human Rights Commission. An interactive workshop designed for students attending a Rockville high school students and Montgomery College-Rockville campus. Students are trained with skills to have awareness and celebrate individuals from diverse backgrounds. Students learn skills to be advocates; diffuse difficult situations; recognize prejudice and isolation; and create an environment for inclusion in their schools.	City Manager's Office/Public Information and Community Engagement	Annual April 21, 2018	Rockville City Hall

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Event	Rockville Pride Celebration	Partnered with the Montgomery Pride Center, Montgomery College, and the Rainbow Youth Alliance to host an event in celebration of the LGBTQ community. Activities included panelists sharing experiences, interactive and intergenerational performances including singing, dancing, and poetry, and a PRIDE mural. The program was designed to inspire, empower, and strengthen the community.	City Manager's Office/Public Information and Community Engagement	Annual June 24, 2017	Montgomery College
		The second program that celebrated the LGTBQ community was done in partnership with the Dance Exchange. The city hosted a workshop in support of self-expression featuring drama, storytelling, dance, and the exchange of ideas. There was multi-generational participation. Participants learned skills in forming alliances and advocating for one another		July 12, 2017	Twinbrook Community Recreation Center
		Second Annual Rockville Pride event celebrated the LGTBQ community and featured live performances, educational booths, interactive dialogue, crafts, a moonbounce, and face painting.		June 16, 2018	Rockville Memorial Library and Rockville Town Square

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Event	International Night	An event held to celebrate all creeds, colors, and cultures of Rockville residents. Participants showcase their skills while celebrating and sharing cultural talents. Performances include dancing, singing, and instrumental pieces. There is international food sampling and participants wear traditional clothing. Information booths are also present at the event.	Recreation and Parks	Annual November 18, 2016 March 23, 2018	F. Scott Fitzgerald Theatre
Event	Memorial Day Parade	Music and dance performances from cultures from all over the world and reflective of the Rockville community are featured in the Memorial Day Parade.	Recreation and Parks/Special Events	Annual Memorial Day Weekend	Throughout Rockville Town Center
Event	International Day	Staff and senior center members partner to plan event which highlights the many cultures of senior members including table displays from each country containing information, pictures, and food samples; volunteers dressed in traditional clothing; and dancing and storytelling.	Recreation and Parks/Senior Center	Annual June 2017	Rockville Senior Center
Event	Hispanic Festival	Lunch, dancing, and a band performance is provided.	Recreation and Parks/Senior Center	September 2017	Rockville Senior Center
Event	Black History Month	The Senior Club, in partnership with the Willing C's, hosted a program "Change Takes a Generation" including a musical selection and a panel of eight speakers.	Recreation and Parks/Senior Center	Annual February 2018	Rockville Senior Center

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Event	Lunar New Year	A lunch celebration was planned by the Chinese Adult Cultural Community Center and Evergreen which included dancing and singing performances. The Senior Center provided bus transportation for seniors to attend the Lunar New Year event at Richard Montgomery High School.	Recreation and Parks/Senior Center	Annual February 2018 event was cancelled due to inclement weather.	Senior Center
Education/Outreach	Diversity Email Updates	An opt-in email subscription list that updates the community on events and programs that celebrate and highlight the international and diverse fabric of the Rockville community. Includes interactive video and web links. Helps to educate subscribers on the message of welcoming, inclusivity, and diversity and provides information to the community to participate in events and engage with their city government.	City Manager's Office/Public Information and Community Engagement	Ongoing	N/A
Education/Outreach	Proclamation	National Hispanic Heritage Month	Mayor and Council	Annual September 18, 2017	Mayor and Council meeting at City Hall
Education/Outreach	Proclamation	National LGBTQ Awareness Month	Mayor and Council	Annual October 9, 2017	Mayor and Council Meeting at City Hall
Education/Outreach	Proclamation	LGBTQ Pride Month	Mayor and Council	Annual May 2018	Mayor and Council Meeting at City Hall

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Education/Outreach	Proclamation	National American Indian Heritage Month	Mayor and Council	Annual October 16, 2017	Mayor and Council Meeting at City Hall
Education/Outreach	Proclamation	Human Rights Day	Mayor and Council	Annual December 4, 2017	Mayor and Council Meeting at City Hall
Education/Outreach	Proclamation	World Refugee Day	Mayor and Council	Annual June 12, 2017	Mayor and Council Meeting at City Hall
Education/Outreach	Proclamation	Asian Pacific American Heritage Month	Mayor and Council	Annual April 9, 2018	Mayor and Council Meeting at City Hall
Education/Outreach	Proclamation	National Black History Month	Mayor and Council	Annual February 7, 2018	Mayor and Council Meeting at City Hall
Education/Outreach	Proclamation	National Women's History Month	Mayor and Council	Annual February 26, 2018	Mayor and Council Meeting at City Hall

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Education/Outreach	Community Liaisons	The liaisons provide information, assistance, and build relationships with diverse communities. Community Engagement and Police have LGBTQ liaisons. Police has a faith community liaison. Community Engagement is the liaison to Montgomery County's Hispanic Safety Committee, which works to advance initiatives and educate the Hispanic community on public safety and immigration issues.	City Manager's Office/Public Information and Community Engagement and Police Department	Ongoing	Various
Education/Outreach	Know Your Rights Forum	In partnership with CASA De Maryland, the program provided information to individuals from other countries migrating to the U.S. about their rights and what to do if stopped by the police or ICE.	City Manager's Office/Public Information and Community Engagement	Annual November 16, 2017 The Human Relations Commission is monitoring developments at the federal and state levels regarding immigration issues, and will focus the next session based on that review.	Twinbrook Community Center

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Education/Outreach	Multi-Media Contest	Contest challenges the minds of high school students to use any media (such as an essay, video, or art project) to address a human rights issue, or if they witnessed bias or racism, to express how they chose to respond. Winner receives a \$1,000 award from the Human Rights Commission.	City Manager's Office/Public Information and Community Engagement	Annual	In addition to receiving an award, the winner is publicly recognized at the following MLK Celebration and in Rockville Reports.
Education/Outreach	Voter Registration Drive	Effort to secure voter registration by traveling to multiple sites in the community focused on diverse populations that may be underrepresented. Residents are educated on the importance of voting in city, state, and federal elections.	City Manager's Office/Public Information and Community Engagement	city and federal elections Spring 2018 through 2019 election	Various Community centers, restaurants, Farmer's Market, grocery stores, and Town Square.
Education/Outreach	Police Chief Search multi-cultural outreach	Staff visited various multi-cultural businesses and places of worship. Encouraged individuals to get involved in the search by filling out the City Manager's survey for the next police chief.	City Manager's Office/Public Information and Community Engagement	November 2017	Various businesses and places of worship.

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Education/Outreach	Asian Business Network	Session held by Rockville's Asian/Pacific American Task Force to educate Asian business owners about getting engaged with the city, including an overview of the city's zoning and permitting processes; volunteering and partnering opportunities; MFD program information; and a presentation by Mayor Newton on Boards and Commissions and the Mayor and Council. The activity includes a mix and mingle opportunity where business owners can meet city officials and get questions answered.	Department of the Mayor and Council, City Manager's Office, and Community Planning and Development Services	March 27, 2018	Rockville City Hall
Education/Outreach	Bilingual Staff	There are staff which speak eight languages other than English which facilitates high-level of engagement with senior center members from other cultures and countries including: Spanish, Chinese, French, Russian, Italian, German, Amharic, and Arabic. I believe we have a list of city hall staff who speak multiple languages to serve a similar helping purpose here.	Recreation and Parks/Senior Center	Ongoing	Senior Center

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Education/Outreach	Enrichment Classes – Citizenship	Classes that prepare residents that have lived in the U.S, for 4 ¾ years. Offers instruction in English and communication, and preparation for the U.S. Citizen and Immigration Services naturalization review.	Recreation and Parks/Senior Center	Quarterly classes run on a one or two day a week schedule.	Senior Center
Education/Outreach	Enrichment Classes - English	Offers instruction in English to seniors whose first language is not English. Classes include reading, speaking, listening, and pronunciation for seniors whose first language is not English.	Recreation and Parks/Senior Center	Quarterly classes run on a two day a week schedule	Senior Center
Education/Outreach	Language Line Assistance for employees	This service is provided by LanguageLine.com. It is available to employees who are communicating with a non-English speaking customer who may need assistance with one of the many services that the city provides. Translation services are provided in 62 languages, and are accessed by dialing a 1-800 number. Separate numbers are provided for translation services for routine and emergency requests.	City Manager's Office/ Public Information and Community Engagement	Ongoing	N/A

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Education/Outreach	Translation for City Materials	Materials related to city programs and services that are intended for public distribution are translated into different languages.	City Manager's Office/Public Information and Community Engagement	Ongoing	N/A
Education/Outreach	Rockville Reports.com	Rockville Reports.com is an interactive web version of the hard copy publication, and readers can use Google translate which converts the publication into more than 100 different languages.	City Manager's Office/ Public Information and Community Engagement	Ongoing	N/A

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Education/Outreach	Web Activities	<p>Prevalent research and our own web site statistics demonstrate a need to be responsive to how minorities access Rockville's web site. One goal (among many) of the web site design is removing barriers to those whose first language may not be English. Google Translate allows Rockvillemd.gov to be translated into more than 100 languages, Including Vietnamese, Chinese, Spanish, as well as Pashto, Pakistani, Welsh and Scots Gaelic. Minorities rely more heavily on their smartphones to access the Internet. According to Pew Research from 2014, 40 percent of all smartphone users used their phone to look up government services or information in the year prior to the survey. Four years later, we can assume that number is much higher. The new web site will be optimized for mobile phone use.</p> <p>The upgrade is in FY19, and staff will submit a budget request for FY20 for a web site redesign that would hopefully be completed by the end of FY20.</p>	City Manager's Office/Public Information and Community Engagement	Anticipated FY19-FY20	N/A

Activity Type	Activity Name	Description	Department	Date/Frequency	Location
Internal Organization	Data Collection - Rockville Workforce Employee Demographics	The Human Resources Department collects demographic data on the entire Rockville workforce on an annual basis. The current full-time workforce is 60.89% white, 24.32% African American, 4.28% Asian, 9.34% Hispanic, and .97% unknown. For new full-time hires in 2017 (most recent year that data is available) there was an 11.62% increase in African American employees from 2016.	Human Resources	Ongoing	N/A



Mayor & Council Meeting Date: July 2, 2018
Agenda Item Type: Review and Comment
Department: City Clerk/Director of Council Operations Office
Responsible Staff:

Subject

Future Agendas

Recommendation**Attachments**

Attachment 19.A.a: Mock Agenda 07.16.18 (DOC)
Attachment 19.A.b: Future Agendas 07.02.18 (XLS)

Sara Taylor-Ferrell

Sara Taylor-Ferrell, Deputy City Clerk 6/27/2018



MAYOR AND COUNCIL

MEETING NO.
Monday, July 16, 2018 – 7:00 PM

MOCK AGENDA

Agenda item times are estimates only. Items may be considered at times other than those indicated.

Any person who requires assistance in order to attend a city meeting should call the ADA Coordinator at 240-314-8108.

5:30-6:30 PM – Drop-In with Mayor Newton and Councilmember Pierzchala

- 7:00 PM **1. Convene**

- 7:05 PM **2. Pledge of Allegiance**

- 7:10 PM **3. Work Session - Topic 1**
 - A. Worksession on the Bus Rapid Transit (BRT) and the Corridor Cities Transitway (CCT)**

- 8:10 PM **4. Work Session - Topic 2**
 - A. Continuation of Discussion on King Farm Farmstead Future Uses**

- 9:10 PM **5. Work Session - Topic 3**
 - A. Stonestreet Corridor Study**

- 10:10 PM **6. Adjournment**

The Mayor and Council Rules and Procedures and Operating Guidelines establish procedures and practices for Mayor and Council meetings, including public hearing procedures. They are available at: <http://www.rockvillemd.gov/mcguidelines>.

Future Agendas - Tentative
July 2, 2018

19.A.b

Meeting : 08/01/18 07:00 PM (10 items)			
	Category	Estimated Agenda Time Needed (in minutes)	Agenda Item
	Introduction and Possible Adoption	15	Amendments to Chapter 16 "Public Ethics"
	Review and Comment	5	Mayor and Council Action Report
	Presentation	20	Procurement Action Plan Update
	Presentation	20	FY18 MFD Update
	Discussion, Instructions and Possible Adoption	15	Stonestreet Corridor Study
	Proclamation	10	Proclamation Declaring September 3-7 as Payroll Week
	Discussion	5	Fiscal Year 2018 Fourth Quarter Vacancy Report
	Proclamation	5	Proclamation Declaring August 7, 2018 as National Night Out in Rockville
	Consent		Authorization to Release and Extinguish an Existing Storm Drain and Sanitary Sewer Easement and an Existing Storm Drain and Ingress/ Egress Easement at Congressional North

Attachment 19.A.b: Future Agendas 07.02.18 (2183 : Future Agendas)

Future Agendas - Tentative
July 2, 2018

19.A.b

	D & I, Possible Introduction & Possible Adoption	10	Discussion, Instruction, and Possible Adoption of a Resolution to Adopt the Comprehensive Transportation Review (CTR) Dated June 18, 2018, as the Method for Reviewing Traffic and Transportation Impacts for Proposed Development Activity for the City of Rockville
Meeting : 09/17/18 07:00 PM (8 items)			
	Category	Estimated Agenda Time Needed (in minutes)	Agenda Item
	D & I, Possible Introduction & Possible Adoption	15	Development Rights and Responsibilities Agreement (DRRA) Enabling Legislation
	Review and Comment	5	Mayor and Council Action Report
	Presentation	30	Approval of the 2018 City of Rockville Community Survey
	Discussion	30	LGBTQ Enhanced Non-Discrimination
	Public Hearing	20	FY 2020 Community Development Block Grant (CDBG) Application: Public Hearing on Community Needs
	Public Hearing	30	Public Hearing on Sectional Map Amendment MAP2018-00118, to Create a Historic District at 214 Lincoln Avenue by Changing the Zone from R-60 to R-60 (HD - Historic District); Mayor and Council of Rockville, Applicant
	Public Hearing	20	Public Hearing - Text Amendment TXT2018-00249 - Indoor Sport Facility - the Proposed Text Amendment Has Been Filed for the Purpose of Amending the Definition of "Sport Facility, Multi-Purpose, Indoor, Commercial" to Delete the Restriction on the Sale And/Or Consumption of Alcoholic Beverages on the Premises.
	Discussion	20	Hometown Holidays Future Location

Attachment 19.A.b: Future Agendas 07.02.18 (2183 : Future Agendas)

Future Agendas - Tentative
July 2, 2018

19.A.b

Meeting : 10/08/18 07:00 PM (3 items)			
	Category	Estimated Agenda Time Needed (in minutes)	Agenda Item
	Introduction	20	Introduction of Ordinance to Amend Chapter 24
	Introduction	5	Introduction of Ordinance to Amend Chapter 21
	Introduction	5	Introduction of Ordinance to Amend Chapter 25
Meeting : 10/15/18 07:00 PM (1 items)			
	Category	Estimated Agenda Time Needed (in minutes)	Agenda Item
	Approval	20	Approval of CDBG Application Submission
Meeting : 10/29/18 07:00 PM (2 items)			
	Category	Estimated Agenda Time Needed (in minutes)	Agenda Item
	Work Session	30	Worksession with the Ethics Commission
	Work Session	60	Worksession on Rockville's NPDES MS4 Permit and Stormwater Management Program

Attachment 19.A.b: Future Agendas 07.02.18 (2183 : Future Agendas)